



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held

12 February 2020

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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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 – DFES

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 OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 12 FEBRUARY 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 declared the meeting open at 10.00am, welcomed those in attendance and referred 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

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Carmel Boyce	-	Elected Member (Proxy)
Cr. Stacey Gillespie	-	Elected Member
Mrs Erin Hutchins	-	LEMC Executive Officer / Recovery Co-ordinator
Snr Sgt Mark Smith	-	OIC Australind Police Station
Mrs Roma Boucher	-	Department of Communities
Ms Deb Leverington	-	Telstra
Mr Peter Buckley	-	Water Corporation
Mr Dave Smith	-	Main Roads WA
Mr Peter Stewart	-	Department of Fire & Emergency Services

2.2 Observer

Ms Susan Oosthuizen	-	Director Sustainable Development
Mrs Gaylene Godfrey	-	PA - Director Sustainable Development
Mr Paul Sanderson	-	Eaton Lions Club
Mr Sergio Massimini	-	Manager Operations
Ms Nicky Waite	-	Water Corporation
Mr John Kowal	-	Manager Sport & Recreation
Mr Paul Sanderson	-	Eaton Lions
Mr Chris Hynes	-	CBFCO
Mr Ben Anderson	-	Bushfire Risk Management Officer

2.3 Apologies

Mr Tim Stevens	-	Department of Primary Industries & Regional Development
Mr Vik Cheema	-	Department of Fire & Emergency Services
Ms Sharon Hutchins	-	Department of Communities

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

3.1 AWARE Funded Project – Pam Hartcher, Financial Counsellors' Assoc WA (FCAWA)

Financial Counsellors' Association WA officers Pam Harcher and Diane Hayes gave a brief overview of the organisation and outlined the AWARE funded project being undertaken which identifies what processes are in place to assist people when affected by a natural disaster and how financial counsellors can best fit in to provide support. Feedback was requested on whether counsellors would be required at the evacuation centres or whether it would be more beneficial to have brochures available at the centres and then make contact with people after the incident.

Discussion:

Roma Boucher, Department of Communities, suggested that FCAWA talk to the Director, Department of Communities in relation to the project and advised that these processes usually take place during the recovery phase rather than at the evacuation centre.

Mr Peter Stewart, DFES, also advised that the community liaison units within DFES could also be a useful contact for FCAWA.

3.2 Bushfire Risk Management Planning & Funding – Ben Anderson

Bushfire Risk Management Officer Ben Anderson delivered a presentation to provide an update on the Shire's Bushfire Risk Management Plan and the first round of Mitigation Activity Fund Round 1.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held 7 November 2019

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

LEM 01-20 MOVED - Mr Peter Buckley SECONDED - Cr. M T Bennett

THAT the Minutes of the Local Emergency Management Committee Meeting held on 7 November 2019, 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 be made.

There were no declarations of interest made.

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 has been provided to LEMC members. It is requested that any changes to contact and key stakeholders details are notified 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 will occur in 2021.

- Exercises that Tested the LEMA

The Shire is working towards an appropriate exercise that will test how the Shire of Dardanup responds in an emergency (recovery scenario). As mentioned at the previous meeting in May and August, the exercise can incorporate multiple agencies relevant to the local area to ensure cohesion between departments. It is proposed that the exercise will be run in lieu of the May 2020 meeting. This will also ensure sufficient time to apply for any available funding to assist with the exercise as well ensure availability of members.

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

- Emergency Risk Management Processes/Treatment Strategies

Dardanup has progressed well with the State Risk Project achieving key milestones including the final Risk Report. The Shire is awaiting to hear from SEMC on further direction on the next stage of identifying suitable risk treatments for identified risks.

- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey - Nil to report.
- South West Emergency Management Alliance (SWEMA)

As mentioned in previous minutes, the Shire awaits further details from the City of Busselton in relation to a professional development day for members. It is suggested that members only convene once a year whether physically, by tele/video conferencing, or for a professional development day.

- Seasonal review – fire season preparedness

Refer DFES report if applicable.

- Seasonal review – storm season preparedness

Refer DFES report if applicable.

- Report on Cleanaway Fires – Chris Hynes, Dardanup CBFCO

First incident # 464604 at 17.48 hrs 12 January 2020

- Fire was approximately 50m x 50m = 100m².
- ~~Crews encountered safety issues relating to applying water to the fire while being out of the smoke and not being in any danger.~~ (This dot point was deleted and replaced with the below.)
- With few problems encountered for crews to apply water to the fire, being out of the smoke and not being in any danger.
- Site operators were on site and began using machinery to extinguish the fire and then using soil to cover the rubbish.
- Site had what appeared to be compacted plastic rubbish bags with all types of general waste and not covered with soil.

Second incident #465804 at 19.22 hrs 27 January 2020

- Fire was approximately 60m x 20m = 1,200 m².
- Site was open on arrival with trucks unloading waste into a waste cell below the location of the fire.
- Due to the wind direction we didn't try to extinguish the fire as it would have put the firefighters at risk due to hazardous smoke.
- Cleanaway machine operators arrived on site about 10 minutes after the brigades and began to use their large water tankers to extinguish the fire.
- Smoke hazard issued at 19.57 hrs.
- The incident was declared a hazmat and FRS brigades were mobilised to the incident. They were subsequently cancelled as the rubbish fire was being controlled and the smoke was dissipating.
- Bushfire and FRS brigades were stood down.

- The incident was left under the control of the Cleanaway supervisor to continue to cover the fire with soil and water.

Third incident # 465824 at 0310 hrs 28 January 2020

- Fire was approximately 150m x 40m = 6,000m².
- The site was locked on arrival - gate chains were cut to gain access.
- The fire was increasing in size.
- I was unable to contact any representatives from Cleanaway until 5.00am when staff started arriving for work.
- I advised Comcen to issue a smoke advice at 0358, 20 minutes after arriving on site, as the smoke was intensifying and dropping low over Dardanup town site and surrounding areas.
- I contacted Shire of Dardanup EHO and in turn, DWER were advised of the incident and attended.
- I declared the incident as a hazmat and requested FRS attendance and an Area Officer.
- The Incident was handed over at 07.18 hrs to Bunbury FRS and the DFES Area Officer.
- DWER carried out their air quality and site inspection.

Western Power Pole Fires

Dardanup brigades have attended seven Western Power pole fire incidents with four being undetermined causes. I have asked DFES for a closer look at these fires as they have all started very close to the pole base and one resident witnessed a fire starting at the base of a power pole.

Discussion:

Mr Chris Hynes, CBFCO spoke to his report and requested changes to the wording in the second point of the first incident as outlined in his report.

Cr. M T Bennett asked if there had been any fires since the last one at Cleanaway on 28 January. Mr Chris Hynes advised that the waste had not been covered with sand which is a DWER requirement. If the waste had been covered it would not have spread as quickly as it had. This information was given with DWER, together with photos that had been taken prior to DWER arriving on site.

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

Office of Emergency Management Representative, Mr Vik Cheema provided the following report:

State

- State Emergency Management Committee noted the Fuel Reduction Activities in Western Australia. Summary of 2017-18 report. Highlights of the report include: a total of 9.1 million hectares of planned burning; 65,000 hectares and more than 1,800 kilometres of other fuel reduction activities; an increased number of local governments; and agencies actively engaged in bushfire mitigation activities.
- SEMC endorsed the development of a WA Implementation Plan for the National Disaster Risk Reduction Framework. The implementation plan will meet the requirements of the Commonwealth and be scalable to support future investment and allow granularity to be added as implementation occurs. Consultation will commence in early 2020 to support the development.
- State Emergency Management Exercise Framework. A brief snapshot of the State Emergency Management Exercise Framework and Cycle can be found at Appendix (LEMC 8.2).
- Cyber Security was supported to be progressed to a State Hazard Plan to allow for consultation with relevant Controlling Agencies, the Western Australian Local Government Association and other relevant stakeholders.
- The Western Australian Local Government Association brought to the SEMCs attention some of the issues identified through feedback from WALGA members regarding the current Local Emergency Management Arrangement (LEMA) process. SEMC approved a sector led review of the LEMA. Scoping will commence early 2020.

District

SW DEMC meeting held on 19 November 2019. Agenda for the meeting covered:

- Seasonal fire weather outlook – BOM
- Potential for Class A greywater use for the fire fighting
- State Exercise Framework
- State Recovery Arrangements

Local

The SEMC approved a review of the State Risk Project prior to commencing phase 5. The project was commenced in 2013 and was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels. The review will assess how to move forward with the knowledge and data collated.

Discussion:

Mrs Erin Hutchins, LEMC Executive Officer advised that Mr Vik Cheema requested that his agenda item be held over to the next meeting as he had been deployed to Karratha.

◇ Department of Communities - Roma Boucher

Department of Communities representative, Roma Boucher provided the following report:

The Department has been activated for the following emergency events:

- Wellington Complex Bushfires in the Shires of Collie and Dardanup on Sunday 15th December 2019 @ 7:45am, with bushfire to the north of the townsite of Collie and south in the vicinity of Wellington Dam. The Department was asked to strategically identify some welfare evacuation centres in case the town of Collie was evacuated. I contacted the Shires

of Collie, Dardanup, Harvey and City of Bunbury and requested 4 centres be on standby for this event. Following the weather forecast on Tuesday 16th of windy conditions and hot weather for Wednesday 17th, the centres remained on standby until Thursday 19th December when we had permission from the hazard management agency, DBCA / PWS to stand down. All clear was issued on Monday 23rd December 2020.

- Treasure Road Bushfire in the Shire of Harvey on Monday 20th January 2020 from 7pm, with bushfire to the north of Kemerton Industrial Estate and to the east of Forrest Highway, in the vicinity of Treasure and Wellesley Road. The Shire opened Leschenault Leisure Centre and 3 of our staff attended with our emergency kit and trailer with bedding provisions. In liaison with the Incident Controller (DBCA/PWS) the welfare evacuation centre was closed from 10.30pm with a sign on the door with contact details should anyone present overnight. Our Emergency Services Unit On Call officer was provided some local accommodation options and 3 SW staff were on-call overnight in case conditions changed during the night. All clear was issued on Tuesday 28th January 2020.
- Folly Bushfire in the Shire of Nannup on Wednesday 22nd January 2020 from 3:40pm, with the bushfire impacting approximately 1.5 kilometres from Nannup townsite. Some nearby residents were evacuated and the Shire opened the Nannup Recreation and Community Centre to assist. In liaison with the DFES LSW Superintendent and Incident Manager (Shire of Nannup), the welfare evacuation centre was closed from 6pm with a sign on the door with contact details. Our Emergency Services On Call officer was provided some local accommodation options and 3 SW staff were on-call overnight in case conditions changed during the night. At the time of writing, this is still an active fire.

Discussion:

Mrs Roma Boucher, Department of Communities advised that between mid-December to the end of January was a busy period. The Folly Bushfire has presented some issues as it keeps reigniting and last week's 5,000 ltr gas leak in Busselton kept all busy in the morning. We were not officially activated to open a welfare centre, but were provided regular updates until such time as the problem was fixed on the arrival of a technician.

◇ **Department of Agriculture & Food**

◇ **Department of Fire & Emergency Services**

ISG

Reference to the State Emergency Management Plan s.5 Response.

- L2 incident the CA must consider the establishment of an ISG
- L3 incident the CA must establish an ISG
- The IC will activate the ISG
- The CA will appoint a relevant person to be the chair
- Composition of the ISG
 - Chair (as appointed by the CA)
 - LEC
 - Members, representatives (liaison officers) from agencies and community organisations directly involved in the response to and recovery from the incident
- Reporting - is required at each meeting of the ISG

The Controlling Agency will provide:

 - a current situation report
 - update on outcome of previous meeting
 - details of significant issues
 - details of assistance required
 - recorded outcomes of meetings

- details of next meeting (if known)

Liaison officers will provide:

- consolidated reports on agency response activities
- agency specific impact assessment
- resource status
- details of significant issues

The ISG Meeting Agenda template is attached for your information.

Aircraft

To boost the aerial support for WA Fire fighters DFES have contracted through the National Aerial Firefighting Centre (NAFC) the support of a McDonnell Douglas MD-87 Type 1 Large Airtanker (LAT). This aircraft has the capacity to carry 11,350 litres of retardant. One of the restrictions for this aircraft is the requirement of an 1800 m+ runway.

DFES have also contracted the use of a Strategic Aerial Intelligence Surveillance & Reconnaissance Beechcraft Super King Air B200T – Linescanner. This aircraft's primary task is for regional incident (fire/flood) mapping and can also be utilised for secondary tasking of Land/Marine SAR or marine oil pollution response.

Incidents and Deployments (Intrastate & Interstate)

There have been a number of significant incidents over the summer bushfire season with the Pre-Formed Bushfire Incident Management Team being deployed to Stirling Range, Yanchep and Norseman Complex (two teams) as well as a number of other significant incidents throughout the State (Forestania & Katanning Bushfires).

The Norseman Complex closed the Eyre Highway for up to 10 days and required the close liaison and cooperation between the multi-agency Incident Management Team, WA Police Force, Main Roads WA, Department of Communities and Department of Health as well as the Shires of Dundas, Coolgardie and Esperance.

Western Australia has deployed 26 teams to NSW and Queensland to assist them during the devastating bushfire season they are experiencing.

Thanks must go to all the volunteers from within the Shire of Dardanup who have assisted with any of these deployments. This includes BFS, SES and VFRS volunteers.

Seasonal Outlook

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

- Drier than average
- Warmer than average
- Risk of bushfires and heatwaves

Bushire Centre of Excellence

Construction of the new BCoE is due commence next month, with completion due in December 2020.

The official turning of the sod and smoking ceremony was conducted on Thursday 30th January

For further information follow the link below -

<https://www.dfes.wa.gov.au/bushfirecoe>

Discussion:

Mr Peter Stewart spoke to his report and expressed DFES's gratitude to the fire and SES volunteers that have been deployed around the country this season.

Cr. M T Bennett queried if the Linescanner could be used for mapping flood plains in order to prepare for an event. Mr Stewart advised that the Linescanner's role is to respond to incidents and unfortunately cannot be used to prepare for an event, unless there has been an reoccurring event in an area that has already been scanned.

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

◇ **WA Police**

Snr Sgt Mark Smith, OIC Australind Police Station advised that he responded to the Treasure Road fire which is currently being investigated by the arson squat. The IMT was set up in Collie for that fire. Advised that crews did an amazing job to hold that fire from crossing over into Harvey.

◇ **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**

Discussion:

Mr Peter Buckley, Water Corporation, spoke of discussions had at the last LEMC meeting in November in relation to holding an exercise on the Picton Water Treatment Plant and that Water Corporation is still willing to assist with the exercise planning. Mrs Erin Hutchins, LEMC Executive Officer, advised that they were still waiting to see if funding is going to be announced to assist with LEMC exercises. Mrs Hutchins also advised that new Emergency Management Exercise Framework will also help guide Local Governments with exercises. Mr Vik Cheema will be able to provide further information at the May LEMC meeting. Mrs Hutchins suggested in the meantime that Mr Peter Stewart may be able to run through and refresh LEMC members on the Incident Support Group (ISG).

Cr. M T Bennett asked Mr Chris Hynes, CBFCO, if Cleanaway still has methane pipes. Mr Hynes advised that the pipes were still there, however he could not advise if they were still in use.

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.]

None.

10. MATTERS BEHIND CLOSED DOORS

None.

11. CLOSURE OF MEETING

The Chairperson advises that the date of the next Local Emergency Management Committee Meeting will be **Wednesday 13 May 2020**, commencing at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 11.04am.