



A G E N D A

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

Wednesday, 12 May 2021
Commencing at 10.00am

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive – EATON
& eMeeting

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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 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton and electronically [video conferencing] on Wednesday, 12 May 2021 commencing at 10.00am.

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

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 10 May 2021

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

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 12 MAY 2021, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE AND ELECTRONICALLY [VIDEO CONFERENCING] 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.

2 RECORD OF ATTENDANCE/APOLOGIES

The Presiding Member will call the names of elected members and staff in attendance at the Shire of Dardanup. Each person is to respond when their name is called to confirm that they are in attendance.

The Chairman will confirm that each person expected to attend the meeting is connected to the eMeeting platform and therefore in attendance [Roll Call].

Presiding Member will then ask "Is there anyone in attendance that has not yet been recorded?"

2.1 Attendance

2.2 Apologies

3 PRESENTATIONS

4 CONFIRMATION OF NOTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held 10 February 2021

Note: As there was not a quorum reached at the meeting of 10 February 2021, there was no official meeting minutes taken. The attached are informal "Notes" of the meeting only.

OFFICER RECOMMENDED RESOLUTION

THAT the Notes of the Local Emergency Management Committee Meeting held on 10 February 2021 be received.

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.

eMEETING PROCESS ADVICE

The Presiding Member will:

- *Read aloud each disclosure of interest received in writing before the meeting.*
- *Ask if there are any further disclosures to be made*

If there are further disclosures to be made, the following process for disclosing interests in an eMeeting are to be followed:

- *Once the Presiding member acknowledges you, State your name and the conflict of interest being disclosed (financial / indirect financial / proximity / impartiality) and the relevant Agenda Item and Title.*
- *The Presiding Member will acknowledge the interest by repeating the attendees name and the details of the interest for recording in the Minutes.*

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

- 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 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 LEMA is currently under review with a proposal that a desktop exercise is held at the August LEMC to test its effectiveness prior to endorsement at the November meeting.

- Exercises that Tested the LEMA

Animal Welfare Plan – scheduled for the 19 May 2021 with relevant project stakeholders.
 Local Emergency Management Plan – proposed for August 2021.

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

- Projects Undertaken

Animal Welfare in Emergencies (AWE) Grant

The review of the Animal Welfare Support Plan (AWSP) is continuing. Officers promoted Animal Welfare at the 'Walk on the Wild' event held on the 18 April. Over 2,000 people attended the event with many visiting the Animal Welfare in Emergencies information display and took advantage of the free resources. People were keen to talk about recent events such as the Wooroloo Bushfires and Cyclone Seroja with many comments relating to the changing climate and the increase of Natural disasters being experienced across Australia.

A consultant was engaged to facilitate the May planning workshop that provided an opportunity to share best practice examples through input from key stakeholders involved in the review. An exercise to test the plan for its effectiveness is scheduled for the 19 May.

- Key Achievements - Nil to report.
- Local Training Needs or Opportunities - Nil to report.
- Funding Opportunities

Emergency Management Conference

The Shire has been successful in its grant submission to the State Emergency Management Committee for the All West Australians Reducing Emergencies (AWARE) Grants Program 2020-21 to facilitate a Southwest Emergency Management Conference.

It is intended that the Conference will offer insight, reflection, understanding and motivation over a wide range of cutting edge topics with the theme 'Building Capacity to adapt in an Era of Unprecedented Disasters' and will be streamed live remaining accessible post the event. The Conference is planned for October 2021 and outcomes from the Conference are expected to be:

- Bring emergency management professionals, volunteers and subject matter experts together for powerful and thought-provoking presentations.
- Increase understanding of climate change impacts and the urgency for Australia to plan for and adapt to the changes at a local, regional and national level.
- Promote the use of traditional, indigenous and local knowledge and practices to complement scientific knowledge in the development and implementation of mitigation policies, strategies, plans and programmes.
- Prevent, promote and address the incidence and impacts of mental health for volunteers and personnel who serve our communities.
- Showcase and explore new technologies and their application for working in crisis situations.
- Promote the benefits of planning for animal welfare in emergencies and the important role animals play in human recovery.
- Empower and promote confidence in thinking outside of the square, to form new perspectives that are creative and not limited to or controlled by rules or tradition.
- Explain the Sendai Framework for Disaster Risk Reduction and its four priority areas for action including the concept of 'Build Back Better' in recovery, rehabilitation and reconstruction.
- To encourage and support networking opportunities for participants attending both physically and virtually.

The AWARE Grants Program presents 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.

- 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). A total of 39 bushfire mitigation treatments are expected to be finalised by the 30 June 2021.

Round 1 2021-2022 of MAF is now open and the Shire is in the process of applying for additional funding for further bushfire mitigation treatments to reduce the bushfire risks within the Shire of Dardanup. A total of 15 treatments have been identified to date.

- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey

The Shire has commenced preparing the 2021 Annual and Preparedness Report Capability Survey, conducted on behalf of the State Emergency Management Committee (SEMC). The survey was not conducted in 2020 due to the additional pressures created by COVID-19. The survey will be completed by Wednesday 9 June 2021.

- 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 5 March 2021. Please see attached copy of the SEMC Communique (Appendix LEMC – 8.2A). Key points to note:

- Royal Commission into National Disaster Arrangements
- WA Community Disaster Resilience Strategy
- Grant update
- State Emergency Management Framework
- Local Government State Capability Webinar Link
- SEMC Capability Survey

District – South West

South West District Emergency Management Committee (DEMC) met on 16 March 2021. Highlights of the meeting are:

- COVID-19 current status and preparedness update from the WACHS
- DBCA Prescribed burn presentation
- Australian Defence Force disaster assistance presentation
- Agency updates
- Shire of Manjimup local evacuation and recovery arrangements noted by the DEMC

TC Seroja: DEMA SW deployed to Geraldton and provided support to the multi-agency response and recovery efforts. TC Seroja has caused a widespread impact across several local government districts. As a result, disaster Relief Funding Arrangement (DRFA-WA) is activated for the TC Seroja event, and Lord Mayor's Distress Relief Fund is collecting public donations to assist the impacted community. Emergency Services staff and volunteers from across the state deployed to the Midwest region.

Local

2021 Annual and Preparedness Report Capability Survey

Under section 33 and 40 of the *Emergency Management Act 2005* (EM Act), Local Emergency Management Committees are required to submit annual reports to the SEMC regarding their emergency management activities. Also, under the EM Act, the State Emergency Management Committee is required to report to the Minister for Emergency Services each year regarding the

preparedness of the State to combat emergencies. It should be noted that completion and submission of the survey will form part of the evaluation criteria for grants such as AWARE and National Disaster Risk Reduction (NDRR).

A letter from the SEMC Chair is sent to the local government CEO on 16 April 2021. The survey is due for submission to SEMC Capability team no later than Wednesday, 9 June 2021.

Local Emergency Management Arrangement – status correct as at 12 March 2021

Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12	12	100%		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	Current	3/10/2017	46/2017	3/10/2022
Shire of Boyup Brook	Boyup Brook	Current	3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Bridgetown-Greenbushes	Current	3/10/2017	46/2017	3/10/2022
City of Bunbury	Bunbury	Current	6/03/2020	08/2020	6/03/2025
City of Busselton	Busselton	Current	8/12/2017	63/2017	8/12/2022
Shire of Capel	Capel	Nearing review	2/08/2016	40/2016	2/08/2021
Shire of Collie	Collie	Current	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Nearing review	2/08/2016	40/2016	2/08/2021
Shire of Donnybrook-Balingup	Donnybrook-Balingup	Current	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	Current	3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Manjimup	Current	6/03/2020	08/2020	6/03/2025
Shire of Nannup	Nannup	Current	14/08/2020	50/2020	14/08/2025

◇ **Department of Communities - Roma Boucher**

◇ **Department of Fire & Emergency Services – Nick Elrick**

High Threat Period

The Bush Fire High Threat Period (HTP) ceased on the 25th March and with the good rains land managers are into the prescribed burn season. We encourage people to register their burns with Comcen and to be mindful of the weather conditions.

State Aerial Firefighting Fleet

All State aerial firefighting aircraft are now out of service.

SES

The SW SES units have begun their winter preparations and training. All units have ensured they are carrying the minimum stocks of tarps, sandbags, builder's plastic and corflute.

The SW regional storm cache has been checked and is available for deployment.

Climate Outlook

The BOM have released their recent climate outlook on the 29th April 2021. Access to the latest outlook summary and video is available via this link -

<http://www.bom.gov.au/climate/outlooks/#/overview/video>

- May to July rainfall likely to have roughly equal chances of above or below average rainfall.
- May is likely to be wetter than average for central and south-east WA.
- Maximum temperatures for May to July are likely to be above average for most parts of Australia.
- Similarly, minimum temperatures for May to July are likely to be above average Australia wide.

Tropical Cyclone Seroja

- Huge impact on the communities in the Midwest and Gascoyne regions.
- Ongoing commitment from DFES, other State government agencies, SES volunteers and those from all services and local governments to mitigate the hazards caused by TC Seroja.

Recovery will be happening over an extended period of time.

◇ Department of Primary Industries and Regional Development – Tim Stevens

DISTRICT & LOCAL EMERGENCY MANAGEMENT COMMITTEE REPORTING				
Agency: Department of Primary Industries and Regional Development				
Date: (Jan – Apr 2021)				
DPIRD - Plant and Animal Pest & Disease Activations:				
DATE	TYPE OF INCIDENT	LOCATION OF INCIDENT	RESOURCES & AGENCIES INVOLVED	COMMENTS/OUTCOMES
Dec 20 – Ongoing	Qfly	Coolbellup	DPIRD/LG	Insect Pest – Eradication Program
Feb 19 – Ongoing	Browsing Ant	State wide	DPIRD/DAWR	Insect Pest – Surveillance activities
Mar 19 - Ongoing	European Wasp	Perth Metropolitan	DPIRD/LG	Insect Pest – Eradication Program
Nov 19 – Ongoing (2019)	Red Imported Fire Ant	Perth / Fremantle focused on transport distribution points.	DPIRD/DAWR	Insect Pest – Surveillance activities
Jun 20 – Ongoing	Ehrlichia canis	Kimberly Region	DPIRD	Animal Disease (Dogs) – Surveillance activities

DPIRD COVID19 Update

DPIRD continues to support wider State Emergency Management Arrangements across the State eg. Wooroloo; TC Seroja/Odette.

Biosecurity Incidents and Responses – Update

Queensland Fruit Fly (Qfly) - DPIRD continues to respond to Qfly operations within Coolbellup since Dec 2020. Eradication and surveillance activities will be managed in accordance with the National Fruit Fly Management Protocol.

Browsing Ant response has transition to a National program, DPIRD activities are focused on surveillance to verify eradication across the State.

Red Imported Fire Ant (RIFA) response has transition to a National program, surveillance activities are focused on establishing 'Proof of Freedom' to prove the pest has been eradicated.

Ehrlichia canis (Ehrlichiosis) DPIRD is conducting surveillance for the disease and has conditions on dogs moving out of northern WA to reduce the risk of the disease spreading to southern WA.

Additional information on these pests are available at www.agric.wa.gov.au.

- ◇ 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 MATTERS BEHIND CLOSED DOORS

10 CLOSURE OF MEETING

The Chairperson advises that the date of the Local Emergency Management Committee Meeting will be Wednesday 11 August 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.