



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held

12 May 2021

At

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

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TABLE OF CONTENTS

| | | |
|-----------|--|-----------|
| 1 | DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS | 1 |
| 2 | RECORD OF ATTENDANCE/APOLOGIES | 1 |
| 2.1 | Attendance..... | 1 |
| 2.2 | Observer | 2 |
| 2.2 | Apologies..... | 2 |
| 3 | PRESENTATIONS..... | 2 |
| 4 | CONFIRMATION OF NOTES OF PREVIOUS MEETING..... | 2 |
| 4.1 | Local Emergency Management Committee Meeting Held 10 February 2021 | 2 |
| 5 | ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED | 3 |
| 6 | QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN | 3 |
| 7 | DECLARATION OF INTEREST | 3 |
| 8 | REPORTS OF OFFICERS | 3 |
| 8.1 | Title: Update Report from Shire of Dardanup..... | 3 |
| 8.2 | Title: Agency Reports – Various..... | 6 |
| 9 | MATTERS BEHIND CLOSED DOORS | 10 |
| 10 | CLOSURE OF MEETING | 10 |

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**MINUTES FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 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 and Deputy Chairperson, WA Police was an apology for the meeting. Elected Member Cr. T G Gardiner offered to Chair the meeting and declared the meeting open at 10:06am, welcomed those in attendance and referred 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**2.1 Attendance**

| | | |
|---------------------|---|--|
| Cr Tyrrell Gardiner | - | Elected Member (Proxy - Chairperson) (emeeting) |
| Mr Vik Cheema | - | Department of Fire & Emergency Services (emeeting) |
| Mr Nick Elrick | - | Department of Fire & Emergency Services (emeeting) |
| Ms Roma Boucher | - | Department of Communities (Office) |
| Mr Dave Smith | - | Main Roads WA (emeeting) |

| | | |
|-------------------|---|--|
| Mrs Erin Hutchins | - | Coordinator – Emergency & Ranger Services (Office) |
| Mr Peter Buck | - | Water Corp (emeeting) |
| Mr Alf Reed | - | Water Corp (emeeting) |

2.2 Observer

| | | |
|----------------------|---|---|
| Mr André Schönfeldt | - | Chief Executive Officer (Office) |
| Mrs Susan Oosthuizen | - | Director Sustainable Development (Office) |
| Mrs Kathleen Hoult | - | Acting PA - Director Sustainable Development (Office) |
| Ms Melissa Howard | - | Emergency Management Officer (Office) |

2.2 Apologies

| | | |
|---------------------|---|---|
| Cr Michael Bennett | - | Shire President (Chairperson) |
| Cr Stacey Gillespie | - | Elected Member |
| Cr Patricia Perks | - | Elected Member |
| Mr Tim Stevens | - | Dept of Primary Industries and Regional Development |
| Mr John Carter | - | Department of Fire & Emergency Services |
| Mr Mike Bickford | - | WA Police |

3 PRESENTATIONS

None.

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 & LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

LEM 01-21 MOVED - Mr Peter Buck SECONDED - Ms Roma Boucher

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

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:

The Chairperson asked all those present if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

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.

Discussion:

Coordinator – Emergency & Ranger Services Mrs Erin Hutchins spoke to the above report highlighted some further details:

- *As mentioned in the previous meeting the Shire is still currently rolling out the addition of 4 water tanks for Waterloo, Dardanup Central, Wellington Mills and Joshua/Crooked Brook fire Brigades. Also the fit out of the BFB stations for Dardanup Central and Waterloo.*
- *Shire's Emergency Management Team have sent out email correspondence to look for key speakers for the 2021 South West Emergency Management Conference and have asked for assistance to circulate this material to other possible interested parties.*
- *The Emergency Risk Management Processes/treatment Strategies was finalised with a revised total of 21 treatments to date worth \$337,295. Application has been made and awaiting results.*
- *AWE Planning workshop was held on 5 May. Testing of the plan for effectiveness is scheduled for 19 May 2021.*

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 |

Discussion:

Mr Vik Cheema spoke to the above report and spoke of the EM policies that are scheduled to go out for consultation which is highlighted in the SEMC Communique – March 2021 Highlights (Appendix LEMC 8.2A)

◇ **Department of Communities - Roma Boucher**

PPE kits update

Items for the SW PPE kits have been received and sorted into 2 x 60ltr crates per kit. We have 20 crates stored at the Bunbury office in readiness for the City of Bunbury and Shires of Capel, Dardanup, Donnybrook Balingup and Harvey; 10 kits in all. Due to the lateness of delivery and being late in the summer season, we have decided to keep the crates at the Bunbury office and move them as/if required on an as needs basis.

Cyclone Seroja

I was recently deployed to Geraldton to assist with recovery work in relation to Cyclone Seroja for 11 days and worked in Geraldton, including outreach to Northampton and at the Incident Control Centre. The welfare work of the Department continues providing personal support and financial assistance from 3 hubs in the Mid-West Gascoyne and available at Kalbarri, Northampton and Morawa. Teams are deployed weekly and work according to accommodation availability etc.

◇ **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.

RECEIVED

9 MATTERS BEHIND CLOSED DOORS

None.

10 CLOSURE OF MEETING

The Chairperson advised that the date of the next 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 declared the meeting closed at 10:24am.