



**MINUTES**

FOR THE

**LOCAL EMERGENCY  
MANAGEMENT  
COMMITTEE MEETING**

Held

14<sup>th</sup> of February 2024

At

ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

This document is available in alternative formats such as:  
~ Large Print  
~ Electronic Format [emailed]  
Upon request.



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## **VISION STATEMENT**

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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**Members of Local Emergency Management Committee**

- Cr. T Gardiner - Elected Member
- Cr. E Lilly - Elected Member
- Cr. A Jenour – Elected Member (Proxy)
- Cr. M Hutchinson – Elected Member (Proxy)
- Coordinator Emergency & Ranger Services – Staff
- Representative(s) – WA Police (Deputy Chairperson(s))
- Representative – Department of Communities
- Representative – Department of Primary Industries and Regional Development
- Representative – Department of Biodiversity, Conservation & Attractions
- Representative – WA Country Health Service
- Representative – Main Roads WA
- Representative – Department of Fire & Emergency Services – Fire
- Representative – Department of Transport
- Representative – Water Corporation
- Representative – Western Power
- Representative – Aqwest
- Representative – St Johns Ambulance WA
- Representative – Telstra Australia
- Representative – ATCO Gas
- Representative – Moore Road Emergency Response Group
- Representative – Harvey Water

**Terms of Reference**

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:  
[2023 - ToR - Local Emergency Management Committee](#)

### COUNCIL ROLE

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
<b>Executive/Strategic</b>	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-Judicial</b>	<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 (e.g.: 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 LEMC MEETING HELD ON WEDNESDAY, THE 14TH OF FEBRUARY 2024, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 10.00AM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Chairperson, Cr. T Gardiner 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. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.*

*Affirmation of Civic Duty and Responsibility*

*Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.*

*Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.*

*The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.*

*Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.*

*Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).*

## 2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

### 2.1 Attendance

Cr T Gardiner	-	Shire President
Cr E Lilly	-	Deputy Shire President
Cr A Jenour	-	Elected member
Mr Stephen Loiterton	-	Coordinator – Emergency & Ranger Services
Mrs Erin Hutchins	-	Department of Fire & Emergency Services
Ms Renee Flaxmann	-	Department of Communities
Mr Graeme Offer	-	Moore Road Emergency Response Group
Mr Steve Collins	-	Water Corporation
Snr Sgt Heath Soutar	-	WA Police (Australind) (Deputy Chairperson)
Mr Tim Stevens	-	Dept of Primary Industries & Regional Development
	-	- <i>Teams</i>
Mr Cameron Norris	-	Harvey Water
Mr André Schönfeldt	-	Chief Executive Officer
Mr Allan Madgwick	-	Depart of Biodiversity, Conservation & Attractions - <i>Teams</i>
Mrs Cassandra Budge	-	Manager Place & Community
Mr Murray Halden	-	Senior Ranger
Bruce Hancock	-	Mainroads
Ricky Southgate	-	Department of Fire & Emergency Services
Caleb Maguire	-	Aqwest - <i>Teams</i>

### 2.2 Observers

Mr Ashwin Nair	-	Director Sustainable Development
Mrs Michelle Edwards	-	PA to Director Special Projects & Director Sustainable Dev
Mrs Tahniah Creedon	-	Communications Officer
Ms Melanie Ring	-	Place & Community Team Leader
Mr Neil Nicholson	-	Principal Environmental Health Officer
Michael Gibbings	-	Manager Recreation Centre
Cr Annette Webster	-	Elected Member
Theo Naude	-	Director Infrastructure
Jayden Edwards	-	Department of Fire & Emergency Services

### 2.3 Apologies

Mr Brian Penman	-	Department Fire & Emergency Services
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**3 ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON**

None

**4 PRESENTATIONS****4.1 Eaton Fire Presentation**

Presented by Mr Murray Halden – Senior Ranger.

**4.2 Dardanup Emergency Grant Applications**

Presented by Mrs Cassandra Budge –Manager of Community Development and Mr Ashwin Nair – Director of Sustainable Development.

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 Local Emergency Management Committee Meeting Held on the 8th of November 2023****OFFICER RECOMMENDED RESOLUTION  
TO LOCAL EMERGENCY MANAGEMENT COMMITTEE**

LEM 01-24

MOVED - Cr T Gardiner

SECONDED – Renee Flaxmann

**THAT the Minutes of the Local Emergency Management Committee held on the 8th of November 2023, be confirmed as true and correct subject to no corrections.**

CARRIED

**6 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

**7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

None.

## 8 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.”

*Discussion:*

*Chairperson, Cr Gardiner asked the Committee members if there were any Declarations of Interest to be made.*

*There were no Declarations of Interest made.*

## 9 REPORTS OF OFFICERS

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

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Reporting Officer</b>	<i>Mr Stephen Loiterton - Coordinator - Emergency &amp; Ranger Services</i>
<b>Legislation</b>	<i>Local Government Act 1995 Emergency Management Act 2005</i>

#### 9.1.1 Shire of Dardanup and Local Community Events Calendar

Events Calendar for information purposes is attached (Appendix LEMC 8.1.1 A)

#### 9.1.2 Coordinator

The Shire of Dardanup has appointed Stephen Loiterton in the Coordinator Health, Emergency and Rangers, who commenced on the 29th January 2024. Murray Halden, who acted in the role while the recruitment process ran its course, and who also was in the ‘hot seat’ only 14 days into the role dealing with a significant emergency/evacuation, has performed admirably in the role and is thanked for his contribution.

#### 9.1.3 Mitigation Activity Funding

The next MAF Round is due to open in March 2024, closing in May. An assessment of potential treatments to include in the Shire’s application for this next round of the grant is well underway.

One of the key eligibility requirements under the MAF grants program is for the Shire to have a Bushfire Risk Management Plan (BRMP) endorsed by the Office of Bushfire Risk Management. The Shire of Dardanup’s BRMP was developed in 2019 and is due for review in 2024.

The 2023 Guidelines for reviewing a BRMP were recently released and provide a clear process for the Shire to update their Plan. It is to be noted that the previous 5-year endorsement and review process has been changed to every 2 years to ensure information in the BRMP remains current and accurate.

#### 9.1.4 AWARE Project

Work has progressed on the Emergency Welfare Project undertaken under the All Western Australians Reducing Emergencies grant program for 2022/23. The purpose of the project is to have a plan to

support the Department of Communities to manage emergency evacuation/welfare centres, especially if the department's resources are stretched and deployed elsewhere.

A familiarisation training activity was undertaken in early December 2023 ahead of the Christmas/New Year break to raise familiarity with the draft plan. This proved providential, given the events of 21/22 December 2023 when a fire encroached on the boundaries of Eaton triggering evacuation of residents. The recent training resulted in the effective and quick establishment of an evacuation centre in the Eaton Recreation Centre. A smooth transition occurred when handing over to the Department of Communities.

Lessons have been identified, which will be incorporated into the draft plan. This will be finalised in the near future before being put to the Local Emergency Management Committee for final approval.

To complement the plan, a small store of equipment to be kept in storage for future evacuations has been created and will be supplemented as the lessons are worked through.

#### 9.1.5 Bushfire Brigades

The Department of Fire and Emergency Services has put an offer to the Shire of Dardanup for the 2024/25 funding of the Shire's bushfire brigades. This offer was assessed as being insufficient to ensure the effective preparedness and operation of the Shire's brigades, and was respectfully declined. The offer was for less than the 2023/24 allocation, for which the Shire is on track to over-expend. This is, in part, due to unforeseen procurement and increases in the cost of fees and services in relation to the management of the brigades.

The Shire is preparing a new request that is hoped will be sufficient for 2024/25.

#### Discussion:

*Regarding the Mitigation Activity Funding, there are options being worked on for the next round of applications – they will be ready for the next LEMC meeting.*

*Nothing further to add.*

## 9.2 Title: Agency Reports

<b>Reporting Department</b>	<i>Various Agencies – Listed Below</i>
<b>Reporting Officer</b>	<i>Refer to Individual Report</i>
<b>Legislation</b>	<i>Local Government Act 1995 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.

#### **9.2.1 WA Police – Snr Sgt Heath Soutar (Australind) & Sgt Chris Page (Capel)**

*Nothing major to report – Business as usual.*

## **9.2.2 Department of Fire & Emergency Services – District Emergency Management Advisor – Mrs Erin Hutchins**

Mrs Erin Hutchins has provided the following report:

- **STATE NEWS**

The last meeting of the State Emergency Management Committee (SEMC) was held on the 6 December 2023. SEMC Communiques can be found [here](#).

- **2023 SEMC MEETING SCHEDULE**

- March 2024

- **STATE EMERGENCY MANAGEMENT DOCUMENTS**

The SEMC has approved changes to the suite of State Emergency Management (EM) Documents within the State EM Framework. These changes include the development of an **All-Hazards Restricted Access Permit System (RAPS) Guideline**, a detailed review of the interim **State Hazard Plan – Severe Weather**, and a new **State EM Risk Management Guideline**.

In addition to the documents mentioned above, the following State EM documents have been amended:

- State EM Policy – Consequential amendments resulting from the new RAPS Guideline and Risk Management Guideline
- State EM Plan – Consequential amendments resulting from the new RAPS Guideline
- State EM Procedure – Consequential amendments resulting from the new Risk Management Guideline
- State EM Glossary – Consequential amendments resulting from the new Risk Management Guideline
- State Hazard Plan Fire – Consequential amendments resulting from the new Risk Management Guideline
- State EM Traffic Management in Emergencies Guideline – Consequential amendments resulting from the new RAPS Guideline.

These documents are now available on the [SEMC website](#).

- **CONSULTATION REQUESTS**

You can view all current consultations on the [Engage WA EM consultation homepage](#)

### **State EM Document Amendments**

The State EM Policy Branch of the Department of Fire and Emergency Services (DFES) administers the review and consultation of the State emergency management documents in consultation with relevant stakeholders.

To maintain accuracy and currency of the documents, they are reviewed annually for statement of fact changes and must undergo a comprehensive review every 5 years.

To assist with our ongoing review of the documents please advise the State EM Policy Branch if you have identified any errors in a State EM document [here](#).

### **WA Emergency Management Sector Adaption Plan Discussion Paper**

Climate change already poses significant risks to Western Australian communities and is testing the resilience of the emergency management sector through the increasing frequency and severity of emergencies.

The SEMC is developing the Emergency Management Sector Adaptation Plan (EM-SAP) to accelerate climate change adaptation through the emergency management sector. It is one of seven SAPs being developed as required by the Climate Change Bill 2023.

This Discussion Paper has been developed to support the development of the EM-SAP. It is an opportunity for the emergency management sector to have their say on the EM-SAP and to shape the sector's climate change adaptation priorities.

Feedback is sought on:

- Proposed sector adaptation objectives and actions
- Reporting processes and governance structure
- Current and planned adaptation activities undertaken by your organisation.

They are also seeking nominations for:

- **Lead organisations** – organisations that can commit to delivering specific sector adaptation objectives or actions
- **Support organisations** – organisations that can support the delivery of specific sector objectives or actions

**Consultation will be open from Wednesday, 13 December 2023 to COB Friday, 29 March 2024.**

For further information about the project, email [info@semc.wa.gov.au](mailto:info@semc.wa.gov.au)

Local Governments can find out how they can provide feedback by emailing [em@walga.asn.au](mailto:em@walga.asn.au)

- **DISTRICT NEWS**

The next **District Emergency Management Committee (DEMC)** will be held on Tuesday 19 March 2024.

- **LOCAL NEWS**

### ***Local Emergency Management Arrangements***

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist.

### ***Grant Program Updates***

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters.

Information on funding opportunities can be found [here](#).

### **National Disaster Risk Reduction**

The 2024/25 round of the National Disaster Risk Reduction grant has been extended for applications until **12.00 pm Monday, 5 February 2024**.

Further information on the timeframes, guidelines and application process is available [here](#).

## **Disaster Ready Fund**

The Disaster Ready Fund will deliver up to \$200 million in funding per financial year for disaster risk reduction and resilience initiatives. DRF Round Two opens **9.00 am Monday, 22 January 2024**. Further information on the timeframes, Guidelines and application process is available [here](#).

Please contact [semc.grants@dfes.wa.gov.au](mailto:semc.grants@dfes.wa.gov.au) for further information on the grant programs.

## ***Emergency Management Training Opportunities***

Local Governments have an essential role in Emergency Management due to their legislated responsibilities and links to the community. The way emergencies are managed is critical to the safety and sustainability of communities, ensuring the effective functioning of the Local Government and their staff. WALGA offer Emergency Management training courses such as;

- Emergency Management Fundamentals
- Emergency Management Foundations for Local Government
- Emergency Management for Local Government Leaders
- Community Disaster Recovery
- Recovery Coordinators Course for Local Government

All of these courses are valuable in that they build connections and networks with members of other Local Governments across the State, further enhancing information sharing and building capacity.

Further information can be found [here](#).

## • **SECTOR UPDATES**

### **Emergency WA**

Emergency WA has now been linked to the State Government Services WA App. Users can opt in to receive location-based notifications of bushfire warnings. Find out more [here](#).

### **2022-23 Major Incidents Report and Australia's Riskscape**

The Major Incidents Report 2022-23 and Australia's Riskscape Report Showcase webinar is now available to watch online, [here](#). The webinar identifies key factors in the systemic risk landscape that shape the risk, impacts and recovery from natural disaster.

#### Discussion:

*Additional items: Since the report was sent, there have been changes that have been made to the DEMA guidelines (changes to bushfire regulations and changes to statement of fact). This will be sent out with the minutes.*

*Since report was sent the NDRR has closed.*

*WALGA Emergency Training, beneficial for emergency management officers to go on.*

### **9.2.3 Department of Fire & Emergency Services – Mr Brian Penman**

Mr Brian Penman has provided the following report:

- **Bushfire Season 2023/24**

It has been an active bushfire season with a number of small to medium bush fires across the South West Region. Automated response by aircraft and brigades/groups/units (BGUs) from DFES, Local Government and DBCA is enabling the impact of the fires to be kept to a minimum. Thank-you to all the volunteers and agencies for their response so far, over the bushfire season.

- **Climate Outlook (issued 1 February 2024)**

- Australia has experienced record-breaking dry conditions and warmer than average temperatures, with warm and dry conditions expected to persist in the new year for many locations. The Fire Danger outlook is showing a greater risk for western and southeastern WA.
- February rainfall is likely to be below median for most of Australia.
- February to April maximum and minimum temperatures are likely to be above median for most of Australia.

- **Next Generation Emergency WA**

A new and improved Emergency WA platform is near following the announcement of a partnership between the Department of Fire and Emergency Services (DFES) and local public safety software provider, Genvis. Initially, Emergency WA users will benefit from a faster, more responsive website with the same capability and functions they are used to. New functionality will then be rolled out in a phased approach including an app, nationally consistent warnings, translated warnings, the ability to set watch zones, integration with in-home and wearable smart devices and new accessibility features.

- **2024 WA Fire and Emergency Services (WAFES) Awards**

Nominations for the 2024 WA Fire and Emergency Services (WAFES) Awards are opening in late February. The awards honour and acknowledge the achievements of volunteers, career firefighters and DFES staff throughout Western Australia who have shown outstanding dedication to duty over the past 12 months. Whether you're a fellow volunteer, staff member, or member of the community, any Western Australian can nominate an individual or group for a WAFES Award.

If you have any questions about the awards please email [eventsandwards@dfes.wa.gov.au](mailto:eventsandwards@dfes.wa.gov.au)

Discussion:

*As reported, nothing else to add.*

#### **9.2.4 Department of Communities – Ms Renee Flaxman**

Ms Renee Flaxman has provided the following report:

- **ERS Capability Audit**

- Department of Communities (Communities) recently engaged Nous Group to audit the capability of the Emergency Relief and Support (ERS) sector across Western Australia (WA) to ensure that it can meet the relief and recovery needs of WA people now and in the future.
- The project focused on establishing a baseline of how well equipped the State is to prepare for, respond to, and recover from emergencies and critical events in the six functional areas of ERS that Communities is responsible for.
- The findings have presented valuable insights and opportunities to increase the current emergency relief and support services to respond during an emergency event more effectively.
- The new capability framework is being developed to assist with bridging some of the gaps identified from the audit.

- **Kimberley Floods**

**Overarching**

Following Ex-Tropical Cyclone Ellie in January 2023, from which the Fitzroy Valley experienced a 1-in-100-year flood event, Department of Communities continues to support Fitzroy Valley residents

impacted by the floods under the State Emergency Management arrangements, across Social and Built Recovery Domains.

### **Social Domain**

- Department of Communities, Emergency Relief and Support Team continues to lead the people component of Recovery, classified in the State Recovery Structure under Social Domain.
- Department of Communities has undertaken preparedness activities to increase resilience of temporary accommodation infrastructure including:
  - Ensuring that all Humanihut accommodation in Bungardi and Tarunda are at the one-in-50 year flood level.
  - Working with Humanihut in the preparedness phase to strengthen evacuation procedures in Bungardi and Tarunda, and
  - Supporting the transition of individuals in Phase 1 temporary accommodation into Phase 2 temporary accommodation or to return to their home.

### **Built Domain**

- Department of Communities supports Government agency partners Main Roads WA and Department of Finance under the Built Domain.
  - Department of Communities has established a housing works program to repair and rebuild flood damaged dwellings that are government-owned or managed, or on Crown reserves managed by the Aboriginal Lands Trust or other management bodies.
  - Department of Communities is supporting families whose homes require either major refurbishment or rebuild with transitional accommodation ahead of the wet season.
  - Transitional accommodation includes more family friendly demountable accommodation that allows more space between families and is built to the 1-in50-year flood level.
  - Each transitional accommodation unit comprises a custom-built amenity module, a bathroom/bedroom module and a deck/veranda module. As of 30 August 2023, based on community consultation the Department of Communities is providing 44 transitional accommodation units across Bungardi, DarIngunaya, Loanbun, Burawa, Galeru Gorge, Karnparrmi and Yurabi Road.
- **ERS New Permanent Structure**
    - Communities received sustained funding to enhance Emergency Relief and Support capacity across WA, which was critical to enable Communities to meet its legislated responsibilities under the State Emergency Management Arrangements. The changes will help improve service delivery, with a focus on additional resourcing to regions within WA.
    - The ERS Directorate structure is comprised of three functional streams and ERS Executive Services:
      - ERS Executive Services
      - Stream 1 is responsible for Regional Response and Coordination
        - Immediate Response
        - Metropolitan and Regional Preparedness
        - Stakeholder engagement
        - Regional Training
        - Locally led Recovery
        - Special Projects
      - Stream 2 is responsible for Strategy and Capability
        - Capability Mapping, Intelligence and Reporting
        - Monitoring and Evaluation
        - Stakeholder Engagement and Specialist Practice
        - Training and Development
        - Recovery
        - National and State Level Committees
        - DRFA and Special Project

- Stream 3 is responsible for Business Services
  - Human Resources including the coordination of Emergency Response Teams and Surge Workforce personnel
  - Finance
  - Business Support and Administration
  - ERS Systems
  - Procurements, Grants, and Contracting
  - Logistics
  - Disaster Response Hotline
  - DRFA Acquittals

- **Local EM Information**

**Stream 1**

Renee Flaxman is currently in the role of Regional Coordinator for the South West, with Sharon Austin in the role of Regional Officer, pending a formal announcement which is expected to occur by the end of this week (2nd February 2024).

**Training**

Evacuation Centre training with staff and stakeholders is ongoing, ensuring that individuals are well equipped to assist during and after an emergency event. Communities will continue to offer and encourage sessions in the coming months.

**Local Emergency Welfare Plan (LEWP)**

Template and terminology changes to the Local Emergency Relief and Support Plan – LERSP (formerly the Local Emergency Welfare Plan – LEWP) are well under way across the state with the South West plans being ready for tabling. LEMC members are encouraged to review information related to their own agencies and notify Regional Coordinator if further changes need to be made. Please refer to LEWP document to be tabled at the meeting.

**Activations**

Department of Communities has attended three evacuation centres since the start of the season to date.

- Eaton Bushfire (21st to 22nd December 2023) – Evacuation Centre opened at Eaton Recreation Centre then moved to Eaton Boomers Football Club
- Collie - Coolongatta Bushfire (11th to 12th January 2024) – Evacuation Centre opened at Roche Park
- Nannup – Jalbarragup Millbrook State Forest Bushfire (17th to 18th January 2024) Recreation Centre

Department of Communities would like to thank the Shire of Dardanup staff, particularly Andre Schönfeldt (CEO), Ashwin Nair (Director Sustainable Development) and Murray Halden (A/Coordinator Emergency and Ranger Services) as well as the Recreation Centre staff - especially Ebony and Kylie - for their presence and willingness to provide assistance and support, thereby allowing ERS to mobilise staff and equipment prior to attending the centre.

**Discussion:**

*Thanks given to the Shire of Dardanup for collaboration for the fire that took place in December.*

*New Local Emergency Welfare Plan – changes to structure in organisation terminology has changed. Erin Hutchins has supplied changes.*

*Contacts need to be updated in the plan. This will change throughout the year.*



- **DPIRD responses**

**Declared incidents which DPIRD is managing:**

- Eight (8) declared level 1 and 2 incidents in relation to plant pests/diseases and aquatic pests/diseases
- Nil animal pest/disease incidents

**Red dwarf honey bee:**

DPIRD is investigating the detection of the exotic pest red dwarf honey bee (*Apis florea*) discovered on the Burrup Peninsula near Karratha.

Red dwarf honey bees are known to be a vector for numerous exotic bee pests, including brood diseases, internal and external mites, and bee viruses.

The department is calling on the State's beekeepers and land managers to monitor their area for any unusual bees or nests.

**Quarantine Area**

A **Quarantine Area** (QA) has been declared for the Burrup Peninsula in the Pilbara to support a biosecurity response to eradicate Red dwarf honey bee. Beekeepers with hives, equipment or those who have collected swarms on the peninsula are not permitted to move them outside the Quarantine Area to prevent the pest from spreading.

Affected beekeepers are asked to contact DPIRD's Pest and Disease Information Service (PaDIS) to advise of hives in the area. Workers, residents, businesses and visitors to the Quarantine Area are required to report observations of unusual bees to the PaDIS hotline or via the department's [MyPestGuide® Reporter](#) app to support surveillance.

**Impact**

Red dwarf honey bees are social bees which live in colonies of at least 3,000 insects. They migrate, swarm, and abscond readily, making them a major threat for exotic incursions and to the Australian environment.

One of the major risks for Australia is that red dwarf honey bee (*Apis florea*) is host to a range of bee brood diseases, parasites, and viruses that may impact European honey bees.

The red dwarf honey bee can carry *Euvarroa* mite (*Euvarroa sinhai*) a close relative to the destructive *Varroa* mites. The species can also carry *Tropilaelaps* mites (*Tropilaelaps clareae*) which is a known pest of European honey bees.

Red dwarf honey bees may also compete with other bees for floral resources.

**What to look for:**

Red dwarf honey bees are characterised by their external nesting habits. Their nest is made up of an exposed single horizontal comb less than 25 centimetres wide that is built around and attached to tree branches or other support, including buildings and shipping containers.

The pest is easily distinguished from European honey bees by their small size in comparison to the European honey bee, being just 7-10 millimetres in length. They have a red/brown abdomen with black and white bands.

Look for unusual bees that look smaller than European honey bees or colonies with exposed combs.



- +61 (0)8 9368 3080
- [padis@dpird.wa.gov.au](mailto:padis@dpird.wa.gov.au)

*MyPestGuide*®

- [MyPestGuide® Reporter](#)
- [mypestguide.agric.wa.gov.au](http://mypestguide.agric.wa.gov.au)

### Queensland fruit fly

Strict requirements for moving of fruit and fruiting vegetables in Bayswater and Belmont have now been lifted, with residents now subject to the same movement conditions as those in the broader Quarantine Area.

Residents are encouraged to continue good garden and waste disposal hygiene to help prevent future outbreaks of this significant pest, which could devastate the State's fruit and vegetable industries.

The Quarantine Area continues to be in place and includes Perth, Belmont, Gosnells, Kalamunda, Vincent, Joondalup, Swan, Wanneroo, Melville, Canning, Bayswater, South Perth, Subiaco, Stirling, Nedlands, Bassendean, Belmont, Claremont, Victoria Park, Cambridge and Mundaring.

While Bayswater and Belmont residents are no longer required to cook, freeze, process or solarise host fruit or fruiting vegetables before disposal, these measures are still highly recommended to prevent this or other pests taking hold in the area.

Similarly, these residents do not have to remove fallen fruit every three days but are encouraged to do so to maintain good garden hygiene.

Requirements for commercial horticulture businesses in the Quarantine Area remain and DPIRD officers continue to liaise with growers and provide assistance where required.

The new Quarantine Area Notice is in place until Tuesday, 5 December 2023 and will be reviewed as the biosecurity response progresses.

The community is encouraged to remain vigilant to support the biosecurity response.

### Response

The biosecurity response has made good progress and the program is being modified to the next phase of the campaign.

- Baiting and property inspections have ceased
- Monitoring and surveillance is to continue

For updated information on the new requirements the visit the Qfly biosecurity response DPIRD webpage [www.agric.wa.gov.au/qflyupdate](http://www.agric.wa.gov.au/qflyupdate).

Reports of suspected Qfly should still be made to DPIRD's Pest and Disease Information Service on 9368 3080, email [padis@dpiird.wa.gov.au](mailto:padis@dpiird.wa.gov.au) or via the MyPestGuide Reporter app.

### **Polyphagous shot-hole borer** – no update since last report

Polyphagous shot-hole borer (PSHB) *Euwallacea fornicatus* is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.

DPIRD continues to respond to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area.

Response activities include:

- Conducting surveillance to determine the distribution of PSHB
- Containing the pest to prevent further spread to non-infested regions within Western Australia
- Providing advice and information to residents, industry and other stakeholders
- Ensuring that all response activities are conducted safely, consistently and efficiently.

To stop the spread, a Quarantine Area Notice (QAN) is in place to support the Department of Primary Industries and Regional Development's ongoing surveillance program to determine the spread of the pest.

The Quarantine Area covers 25 local government areas. The new areas added to the expanded QAN on 21 March 2023 are:

- Beckenham, Canning Vale, Huntingdale, Kenwick, Langford, Maddington and Thornlie in the City of Gosnells
- Duncraig, Greenwood, Marmion, Sorrento and Warwick in the City of Joondalup
- Alexander Heights, Girrawheen, Koondoola and Marangaroo in the City of Wanneroo
- Ballajura, Beechboro, Bennett Springs, Dayton, Hazelmere, Kiara, Lockridge, Malaga, Middle Swan, Midland, Viveash, West Swan and Woodbridge in the City of Swan
- Forrestfield, High Wycombe, Perth Airport and Wattle Grove in the City of Kalamunda

Link to information about [Polyphagous shot-hole borer | Agriculture and Food](#)

- **State alerts and investigations**

DPIRD is investigating one (1) pest/disease.

- **National alerts & investigations**

DPIRD, and other state jurisdictions, continue to monitor reported outbreaks of African swine fever, Lumpy skin disease and Foot and mouth disease in other countries.

Information regarding Foot and Mouth Disease prevention is available on the WA government website: [Foot-and-mouth disease advice for Western Australians \(www.wa.gov.au\)](http://www.wa.gov.au)

Information is also available on the DPIRD website:

[Foot-and-mouth disease: prevention and preparedness | Agriculture and Food](#)

**Important: There are, currently, no known incidences of these emergency animal diseases in Australia.**

- **Emergency animal disease preparedness included in the 2023-2024 State Budget:**

The WA State government announced \$10.4 Million, in the State Budget, to enhance preparedness for Emergency Animal Disease (EAD).

Key activities include:

- enhancing EAD preparedness by focussed incident management training, emergency disease exercises and finalising policies and procedures for incident response.
  - enhancing communications with industry and community stakeholders to increase awareness of Emergency Animal Diseases and improve preparedness and likelihood of early disease detection and reporting.
  - building and developing a veterinary reserve and enhancing veterinary student exposure to rural veterinary opportunities.
  - enhancing veterinary capacity
  - enhancing the diagnostic laboratory capability and capacity by upgrading the laboratory information management system, including automation of tasks and enhanced sample tracking and security.
- **Natural hazards – DPIRD support responsibilities and Disaster Recovery Funding Arrangements WA**

### **Severe Tropical Cyclone Seroja (Disaster Recovery Funding Arrangements WA - DRFAWA)**

**Incident details:**

11 April 2021: Severe Tropical Cyclone Seroja crossed just south of Kalbarri around 8pm Australian Western Standard Time (AWST).

Impacts at Kalbarri and the nearby town of Northampton were severe with many buildings sustaining significant damage, mostly consisting of lost roofs but other structures were destroyed. Many locations recorded maximum wind gusts greater than 125km/h with the highest being 170km/h from Meanarra Tower near Kalbarri.

DPIRD is managing Disaster Recovery Funding Arrangements WA assistance to primary producers impacted by TC Seroja.

Application details for the Primary Producer Recovery Grants Category B and C as at – 30 October 2023

<b>DRFA Measures</b>	<b>Submitted Applications</b>	<b>Under Assessment</b>	<b>Approved</b>	<b>Approved \$</b>
Category B	65	1	56	\$1,451,629.39 (Expended)
Category C	185	31	147	\$3,077,276.35 (Expended)

### **EX-TC Ellie (Kimberley Floods) – January 2023**

DPIRD is providing support to affected communities, in relation to its areas of responsibility, in the recovery from the January flooding in the west Kimberley.

- The State Support Plan – Animal Welfare in Emergencies was formally activated on 9 January 2023 and remained activated until 3 May 2023 to provide support to the local government in relation to the coordination of animal welfare.

Recovery:

- Substantive Wheatbelt Development Commission CEO, Rob Cossart, has been appointed as the State Recovery Coordinator for the Kimberley floods.

- The State recovery structure, across the four recovery environments of Social, Economic, Built and Natural environment, has been formalised with appropriate State Government agencies leading the domains:
- Social: Department of Communities
- Economic: DPIRD
- Built: Department of Treasury and Main Roads WA
- Natural environment: Department of Environmental and Regulation

DPIRD has appointed liaison officers to sit on the social, built and natural environments State-level domains.

- The Shire of Derby West Kimberley has established its local recovery group and relevant subcommittees which are:
- Media
- Getting Home
- Cadjebut Airport
- Pastoral
- Social/Wellbeing

DPIRD has provided a departmental representative on the Shire of Derby West Kimberley's local recovery group and relevant subcommittees.

DPIRD has secured funding for an Industry Recovery Officer to be embedded with the Kimberley Pilbara Cattleman's Association (KPCA).

- Dedicated DPIRD web page for affected primary producers outlining available assistance: [Kimberley flood recovery | Agriculture and Food](#)

#### **Disaster Recovery Funding Arrangements WA (DRFAWA):**

Support measures are designed to assist in meeting the needs of primary producers whose assets or primary production business has/have been affected by a disaster for which DRFAWA has been invoked.

Category B - Assistance measures for primary producers may include grants for:

- Professional advice
- Reimbursement of fees (maximum \$1,500) to obtain professional advice directly related to addressing issues arising from the declared natural disaster event
- Freight subsidy (reimbursement)

Primary producers can claim a maximum of 50% of the costs to the producer of transporting any of the following items as a direct result of a natural disaster:

- Livestock;
- Fodder or water for livestock; or
- Building or fencing equipment or machinery.
- Fencing (for livestock producers only)

Primary producers can claim 100% of the costs associated with any of the following:

- restoration/replacement of fencing (to pre-disaster standard) where the fencing has been deliberately dismantled or damaged due to counter disaster operations activities undertaken in order to combat the eligible natural disaster event; and/or
- reimbursement of the costs of materials only (to pre-disaster standard) to repair/replace boundary fencing damaged/lost as a direct result of the eligible natural disaster event. The measure is only available where the fencing adjoins a major road/rail transport corridor and where the roaming of livestock may present a danger to the travelling public (i.e., the aim being to preserve public safety).

The applicant must demonstrate to DPIRD's satisfaction that, at the time of the natural disaster event, the property was being used to hold or agist livestock.

- Expression of interest for interest subsidy on a new loan to recover.

An interest rate subsidy may be available to primary producers for new loans:

- to repair/replace assets lost or damaged / repair damage caused by the natural disaster event
- for carry on purposes to implement the next season's production program
- or to replace livestock lost in the disaster for which the assistance measures under the DRFAWA have been activated.

Link to further information regarding available funding and relevant conditions: <https://www.agric.wa.gov.au/emergency-response/disaster-recovery-funding-arrangements>

Category D – Exceptional circumstances:

Freight Assistance Program

- Purposes: The Commonwealth and WA State Government jointly funded Freight Subsidy Program is to assist with the ongoing exceptional freight requirements for businesses impacted by ex Tropical Cyclone Ellie (DRFA AGRN1044).
- Eligible applicants: Businesses located in, or delivering to, the four (4) DRFAWA activated local government districts which are the Shire of Broome, Shire of Derby West Kimberley, Shire of Halls Creek and the Shire of Wyndham East Kimberley
- Funding duration: All claims must be submitted no later than two (2) months after a suitable road connection is re-established. Claims may be backdated for all freight movement that occurred on, or after, 1 January 2023
- DPIRD is the designated delivery agency for this funding.

FAQs including details of eligibility: [Publications \(dfes.wa.gov.au\)](https://www.dfes.wa.gov.au/publications)

**Applications received** (as at November 2023):

DRFA Measures	Submitted Applications	Under Assessment	Approved	Approved \$
Category B (AGRN 1044 – EX TC Ellie)	5	1	3	\$49,875.70 (ex GST)
Category C (AGRN 1044 – EX TC Ellie & AGRN 1059 – TC Ilsa)	185	31	147	\$4,935,212.11 (ex GST)

### Severe Tropical Cyclone Ilsa – 9 April 2023

Incident details:

Severe Tropical Cyclone Ilsa crossed the east Pilbara coast as a category 5 cyclone just before midnight on Thursday, 13 April 2023.

Incident impacts have included:

- Destruction of Pardoo Roadhouse
- Damage/losses on pastoral stations

Local government districts subject to DRFAWA proclamation: Shire of Broome, Shire of East Pilbara and Town of Port Hedland.

**Disaster Recovery Funding Arrangements WA:**

Category B: Assistance measures for primary producers may include grants for:

- Interest rate subsidy may be available to primary producers for new loans to repair/replace assets that have been damaged or destroyed
- Freight subsidy - reimbursement (livestock, fodder or water for livestock and building or fencing or machinery)
- Fencing subsidy (where fencing adjoins a major road/rail transport corridor).

Applications received (as at November 2023):

(Shire of Broome, Town of Port Hedland and Shire of East Pilbara)

<b>DRFA Measures</b>	<b>Submitted Applications</b>	<b>Under Assessment</b>	<b>Approved</b>	<b>Approved \$</b>
Category B (AGRN 1059 – TC Ilsa)	3	1	2	\$90,000 (ex GST)

**Category D – Primary Producer Grants**

Grants of up to \$75,000 are available to assist pastoralists with out-of-pocket clean-up and reinstatement costs incurred as a direct result of the flooding associated with Ex TC Ellie and TC Ilsa. The grant covers activities such as the removal and disposal of debris, damaged infrastructure and equipment, deceased livestock; salvaging crops; and repairing damaged infrastructure and equipment.

Note: Cat D for TC Ilsa is being administered under AGRN1044 and expenditure is included in Category D noted in the section relating to Ex TC Ellie (Kimberley floods).

- **DPIRD Training**

**DPIRD staff emergency management training**

Biosecurity Emergency Response Training Australia:

Relevant DPIRD staff are currently completing the Certificate IV in Public Safety (Biosecurity Emergency Response Leadership).

DPIRD emergency management two-day workshop:

The DPIRD Incident and Emergency Management Branch will be delivering emergency response training to its first response teams, and District and Local Emergency Management Committee representatives in their operational role as an Incident Support Group (ISG) and/or Operational Area Support Group (OASG).

Sessions include:

- FRT activation, functional roles and responsibilities
- Role of the District and Local Emergency Management Committee representatives as ISG/OASG liaison officer
- An overview of DPIRD's animal welfare in emergencies role and responsibilities
- Use of DPIRD information and mapping systems during incidents and emergencies
- Hybrid desktop/functional emergency management exercise

**Animal Health Australia and Plant Health Australia online training:**

DPIRD staff are encouraged to undertake suitable online training which is available on the Animal Health Australia (AHA) and Plant Health Australia (PHA) websites.

Links to AHA and PHA:

[Home - Animal Health Australia](#)

[Plant Health Australia](#)

- **DPIRD preparedness for the 2023-2024 natural hazards heightened threat period**

Please see attached for more information (Appendix LEMC 9.2.5 A)

- **DPIRD's role in emergency management**

DPIRD plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery. Link to State Hazard Plan – Animal and Plant Biosecurity: <https://www.wa.gov.au/system/files/2022-12/State-Hazard-Plan-Animal-and-Plant-Biosecurity.pdf>
- Provision of support to other HMAs by:
  - coordinating animal welfare for other hazard emergencies including during bushfires, cyclones and floods;
  - contributing to the Controlling Agency's impact statement in relation to impacts to primary producers, and other economic impacts through its regional development commissions across the state
  - managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding
  - providing professional expertise to primary industry producers and small business in a regional context

- **Animal Welfare in Emergencies**

Local governments are encouraged to develop a plan for animal welfare in emergencies (PAWE) which forms part of the local emergency management arrangements (LEMA).

For tools and resources to assist local governments to develop a local PAWE [click here](#) and for assistance in completing the PAWE template, speak to your LEMC or DEMC representative/s.

*Discussion:*

*Nothing to add, as reported.*

**9.2.6 Department of Biodiversity, Conservation and Attractions – Mr Allan Madgwick**

*Nothing to report.*

**9.2.7 WA Country Health Service – Ms Leigh Hall**

None.

### **9.2.8 Main Roads WA – Mr Bruce Hancock**

Mr Bruce Hancock provided the following report which was tabled at the meeting:

#### **Traffic Management Incidents:**

Once an Incident has been declared, an Incident Controller is appointed.

The agency managing the Incident will be determined by the nature and severity of the Incident.

In the case of a bushfire the responsibility may fall to the Local Government in which case generally the Local Governments Chief Fire Office may be the Incident Controller (IC).

The IC in accordance with the State Emergency Management Plan has significant powers to deal with the Incident in a timely manner and to minimise the loss of life or lose /damage of property.

One of these powers is to take control of other agencies assets, in this case road infrastructure.

It is often necessary to close roads to prevent people from entering the Incident Site and establish Vehicle Control Points (VCP's).

This is usually delegated to WA Police in the first instance as they can deploy resources quickly to the site. Also the extent of the VCP's in relation to the Incident may rapidly evolve and they make need to be expanded/relocated to meet the demands of the Incident.

Other resources can also undertake the function of establishing VCP's at the direction of the IC. These are Local Government, Main Roads, DFES, DBCA etc.

Depending on availability of resources initially the IC may direct these resources to provide VCP's on assets that they do not normally control.

That is Local Government resources may establish a VCP on a Main Roads and visa-versa Main Roads may establish a VCP on a Local Government Rd.

Main Roads has recently reverted to inhouse Day Labour Resources.

When Main Roads are requested to attend an incident they may choose, depending on availability, to send their own staff or they may send a sub-contract Traffic Management resources.

It is important for agencies who are managing Incidents to make early direct contact with Main Roads to identify any potential or actual impact on our assets so we can best manage our response and support of the IC.

There have been a couple of recent events were an Incident affected a Main Roads asset however a request for our assistance was made very late in the day by the IC.

Due to the timing of these Incidents it meant resources where not readily available and there was a delay in responding to the Incident. This put additional strain on the people dealing with the Incident and WA Police Force (WAPOL) who were providing the VCP's.

Also when the active phase of the Incident concluded, and it moved to recovery the IC was not aware of the process for handing back the Asset to the Asset Owner.

In particular the IC must ensure the Asset is safe prior to hand back to the Asset Owner. The Asset Owner then makes their own determination if any other remedial work is required prior to the Asset Owner reopening the road.

There were also a couple of other incidents where the IC endeavoured to open a road. This is in contravention of the State Emergency Management Plan which clearly states it is the responsibility of the Asset Owner as to when and how the asset will be put back into service.

Early contact with Main Roads when Main Roads assets are or are likely to be affected will ensure a smoother management of the assets, VCP's, handback and opening of the road.

Main Roads can also assist by identifying alternate routes or detours if required for the management of traffic to avoid the incident as well as identifying timber structures such as bridges and culverts on both Main Roads and Local Government Roads.

### Discussion

*Follow emergency guidelines.*

*Main roads cannot be reopened unless opened by main roads officer.*

*In regard to the Eaton Fire incident – There is a process to follow in the State Emergency Management Plan when it comes to closing and opening roads in an emergency, needs to comply with what is stated in the SEMP. More awareness around what is stated in the plan.*

#### **9.2.9 Department of Transport – Mr Peter Westgate**

None.

#### **9.2.10 Water Corporation – Mr Steve Collins**

*Nothing to report- High demand period.*

#### **9.2.11 Western Power – Mr Scott Fitzgerald**

None.

#### **9.2.12 Aqwest – Mr Caleb Maquire**

*Nothing to report.*

#### **9.2.13 St John Ambulance WA – Mr Charles Wilkes**

None.

#### **9.2.14 Telstra – Ms Debra Leverington**

None.

#### **9.2.15 Atco Gas – Mr Mick Sheaf**

None.

#### **9.2.16 Moore Road Emergency Response Group – Mr Graeme Offer**

*Nothing to report.*

*Exercise mentioned in previous LEMC meeting will happen when it gets cooler.*

**9.2.17 Harvey Water – Mr Cameron Norris**

*Nothing to report.*

<b>10      MATTERS BEHIND CLOSED DOORS</b>
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None.

<b>11      CLOSURE OF MEETING</b>
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The Chairperson advises that the next date of the Local Emergency Management Committee Meeting will be Wednesday 8<sup>th</sup> May 2024 commencing at 10.00 am at the Shire of Dardanup – New Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 10:33am