



A G E N D A

FOR THE

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

Wednesday, 8th May 2024
Commencing at 10.00am

At

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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~ Large Print
~ Electronic Format [emailed]
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 on Wednesday, 8th of May 2024 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 10.00am.

Mr Phillip Anastasakis
Acting Chief Executive Officer

3 May 2024

Note: If interested persons would like to make comment on any items in this agenda, please email records@dardanup.wa.gov.au or hand deliver written comment to the Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton. To be included in the meeting comments are to be delivered no later than 48 hours prior to the meeting.

The Chief Executive Officer will use his discretion as to whether the written comments are relevant and applicable to the meeting before approving their inclusion in the meeting.

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.”

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....	1
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	2
	2.1 Attendance.....	2
	2.2 Apologies.....	2
3	PRESENTATIONS	2
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	2
	4.1 Local Emergency Management Committee Meeting Held on the 8th of November 2023	2
5	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	2
6	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	2
7	DECLARATION OF INTEREST	2
8	REPORTS OF OFFICERS	3
	8.1 Title: Update Report from Shire of Dardanup.....	3
	8.2 Title: Agency Reports.....	5
	8.2.1 WA Police – Snr Sgt Heath Soutar (Australind) & Sgt Chris Page (Capel).....	5
	8.2.2 Department of Fire & Emergency Services – District Emergency Management Advisor – Mrs Erin Hutchins	5
	8.2.3 Department of Fire & Emergency Services – Mr Brian Penman	7
	8.2.4 Department of Communities – Ms Renee Flaxman	8
	8.2.5 Department of Primary Industries and Regional Development – Mr Tim Stevens	8
	8.2.6 Department of Biodiversity, Conservation and Attractions – Mr Allan Madgwick.....	8
	8.2.7 WA Country Health Service – Ms Leigh Hall	8
	8.2.8 Main Roads WA – Mr Bruce Hancock.....	8
	8.2.9 Department of Transport – Mr Peter Westgate	8
	8.2.10 Water Corporation – Mr Steve Collins.....	8
	8.2.11 Western Power – Mr Scott Fitzgerald.....	8
	8.2.12 Aqwest – Mr Caleb Maguire.....	9
	8.2.13 St John Ambulance WA – Mr Charles Wilkes.....	9
	8.2.14 Telstra – Ms Debra Leverington	9
	8.2.15 Atco Gas – Mr Mick Sheaf	9
	8.2.16 Moore Road Emergency Response Group – Mr Graeme Offer.....	9
	8.2.17 Harvey Water – Mr Cameron Norris.....	9
9	MATTERS BEHIND CLOSED DOORS	9
10	CLOSURE OF MEETING	9

Members of Local Emergency Management Committee

- Cr. T Gardiner - Elected Member
- Cr. E Lilly - Elected Member
- Cr. A Jenour – Elected Member
- Cr. M Hutchinson – Elected Member
- 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

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 e.g. 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 (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

AGENDA FOR THE SHIRE OF DARDANUP LEMC MEETING TO BE HELD ON WEDNESDAY, THE 8TH OF MAY 2024, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson 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

2.2 Apologies

Cr. E Lilly - Elected Member
Cr. A Jenour – Elected Member
Mrs Erin Hutchins -

3 PRESENTATIONS

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held on the 8th of November 2023

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

THAT the Minutes of the Local Emergency Management Committee held on the 14th of February 2023, be confirmed as true and correct subject to no/the following corrections:

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7 DECLARATION OF INTEREST

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Note: Chairperson to ask Committee Members if there are any Declarations of Interest to be made.

8 REPORTS OF OFFICERS

8.1 Title: *Update Report from Shire of Dardanup*

Reporting Department	<i>Sustainable Development Directorate</i>
Reporting Officer	<i>Stephen Loiterton - Coordinator – Health, Emergency & Ranger Services</i>
Legislation	<i>Local Government Act 1995 Emergency Management Act 2005</i>

8.1.1 *Shire of Dardanup and Local Community Events Calendar*

Events Calendar for information purposes is attached (Appendix LEMC 8.1.1 A). Future events for the June to August period consist of inhouse workshops and school holiday programs. The next major event will be the annual Tronox Spring Out Festival on Sunday, 20th October 2024.

8.1.2 *Dardanup Hall (Evacuation Centre)*

The Dardanup Town Hall was removed from the Department of Communities' Welfare Centre Register as an evacuation centre in August 2023 due to its poor condition and inadequate facilities. Without upgrades it can no longer be utilised by the community in an emergency.

The Shire of Dardanup has submitted a detailed proposal and application to the Disaster Ready Fund for funding (\$3 Million funding requested) to complete upgrade works to the Dardanup Hall and Administration Centre. The outcome of the application is not expected before July.

The Project will increase the Shire's emergency preparedness by refurbishing and enhancing the Dardanup Town Hall to meet the standards necessary for it to continue to serve as a Primary Welfare Evacuation Centre within the townsite of Dardanup as well as renovate the adjacent administration building which serves as an Emergency Control Centre.

8.1.3 *Mitigation Activity Funding*

The Shire of Dardanaup's application for Mitigation Activity Funding was submitted on 14th April 2024. The application is seeking funding of \$328,000 to implement 32 treatments.

The Department of Fire and Emergency Services Bushfire Mitigation Branch will now undertake an assessment of our application to verify that it meets all the eligibility requirements. The Mitigation Activity Fund Committee will then consider each eligible application against selection criteria.

It is anticipated that we will be informed of the outcome by July 2024.

8.1.4 *Bushfire Risk Management Plan*

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.

8.1.5 Bushfire Brigades

In March/April 2024 the Shire's bushfire brigades were asked to assist the Shire of Waroona in managing a serious bushfire. Crews from all eight brigades were despatched to assist the Shire of Waroona over multiple days. On the 3rd April 2024 the 'all clear' was given by the Chief Bushfire Control Officer of the Shire of Waroona.

On 15th April 2024 the Shire of Waroona formally thanked each of the Shire of Dardanup's brigades for coming to the assistance of the community of their Shire.

8.2 Title: Agency Reports

Reporting Department	<i>Various Agencies – Listed Below</i>
Reporting Officer	<i>Refer to Individual Report</i>
Legislation	<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.

8.2.1 WA Police – Snr Sgt Heath Soutar (Australind) & Sgt Chris Page (Capel)

8.2.2 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 6th March 2024. SEMC Communiques can be found [here](#).

2024 SEMC Meeting Schedule

- May
- August
- October
- December

State Emergency Management Documents

State EM Documents 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](#).

Consultants Requests

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

- **DISTRICT NEWS**

The **District Emergency Management Committee (DEMC)** was held on Tuesday 19th March 2024. The next meeting is scheduled for October 2024.

- **LOCAL NEWS**

Local Emergency Managements 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](#).

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

Emergency Management Training Opportunities

WALGA offer Emergency Management training for Local Government

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**

2024 Resilient Australia Awards

Nominations are now open for the 2024 Resilient Australia Awards, a program that celebrates and promotes outstanding initiatives that foster community resilience to disasters and emergencies across the nation. These awards recognise exceptional contributions in seven categories, showcasing the efforts to enhance our collective preparedness, response, and recovery capabilities. Projects or initiatives must have commenced after 1 January 2022 or demonstrate significant outcomes or enhancements since that date. Nominations close on **31 May 2024**. For further details and to submit nominations, visit the [Australian Institute for Disaster Resilience website](#).

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](#).

2023 Emergency Preparedness Report

The 2023 Emergency Preparedness Report has now been published and is accessible via the [SEMC website](#).

The State Emergency Management Committee (SEMC) produces the Emergency Preparedness Report annually for the Minister for Emergency Services.

This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses, and areas for improvement statewide, and combines the input from about 170 agencies.

This style of reporting started in 2012 following catastrophic fire emergencies in the preceding fire season. As the only state in Australia to develop such a report for ministerial engagement, it has become a key reference for emergency preparedness in WA.

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.

The report identifies unique aspects of incidents and shares observations from managing them so the EM sector can plan and improve.

8.2.3 Department of Fire & Emergency Services – Mr Brian Penman

BUSHFIRE SEASON 2023/24

Please thank your brigades for their support in responding to the bushfires this fire season. The response to requests for assistance has been outstanding for what has been a very long and busy season. The High Threat Period for the DFES South West Region officially finished on the 11th April. However, given the prevailing dry weather conditions, the SW Region maintained the Automatic Response Zone mobilising and additional On-Call staff until the 25th April.

CLIMATE OUTLOOK (issued 18th April 2024)

It is hoped a cooler change to the weather will bring a reduction in the number and severity of fires over the coming months. However, the Climate Outlook shows little change in the dry and hotter conditions.

- Warmer May to July days and nights likely to very likely for much of Australia.
- Below median May rainfall likely for most of Australia.
- Soil moisture is very much below average in southwestern WA..

POST OPERATIONAL REVIEW – NANGA BROOK BUSHFIRE

A Post Operational Review of the Nanga Brook Bushfire was held on Monday 29th April. The review provides an important opportunity for people involved in an incident to have a voice; to raise and discuss positive outcomes that we should sustain and identify areas for improvement.

It is a systems focused process, which means it is not focused on individual performance (good or bad) but rather on the overall journey of an incident to its conclusion.

DFES uses an Observations Register to collect feedback for After Action Reviews and this register is available to all personnel and stakeholders to provide feedback for any incident. Volunteers and stakeholders can find the register by using the following link.

<https://app.smartsheet.com/b/form/0f707745b92f4aacbd483d6f92658da3>

WAFES CONFERENCE 2024

To be held at Crown Perth on Friday 6th and Saturday 7th September, the 2024 WAFES Conference will explore the theme of *Yesterday, today, tomorrow: celebrating our heritage, embracing innovation, and planning for the challenges of the future.*

This year, a change to the registration process will give volunteers the opportunity to self-nominate and be considered for a place at the conference.

BGUs and DFES regional offices are also encouraged to put forward volunteers for this unique learning and networking opportunity, with nominations open from 1st May to 5th June.

8.2.4 Department of Communities – Ms Renee Flaxman

8.2.5 Department of Primary Industries and Regional Development – Mr Tim Stevens

8.2.6 Department of Biodiversity, Conservation and Attractions – Mr Allan Madgwick

8.2.7 WA Country Health Service – Ms Leigh Hall

8.2.8 Main Roads WA – Mr Bruce Hancock

8.2.9 Department of Transport – Mr Peter Westgate

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8.2.16 Moore Road Emergency Response Group – Mr Graeme Offer

8.2.17 Harvey Water – Mr Cameron Norris

9 MATTERS BEHIND CLOSED DOORS

None.

10 CLOSURE OF MEETING

The Chairperson advises that the next date of the Local Emergency Management Committee Meeting will be Wednesday 14th August 2024 commencing at 10.00 am at the Shire of Dardanup – New Library and Administration Centre Eaton.

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