



Shire of Dardanup

# NOTES

FOR THE

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held

8<sup>th</sup> May 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
- 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

<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**

**NOTES OF THE SHIRE OF DARDANUP LEMC MEETING 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, Cr T Gardiner declared the meeting open at 10.03 am and welcomed those in attendance.

*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

### 2.1 Attendance

Cr T Gardiner	-	Shire President
Cr M Hutchinson	-	Elected Member (Proxy)
Mr Stephen Loiterton	-	Local Recovery Coordinator
Ms Jo Spadaccini	-	Department of child Protection & Family Services(Proxy) <i>Joined via Teams</i>
Snr Sgt Jamie Cresswell	-	WA Police (Australind) (Deputy Chairperson) (Proxy)
Mr Cameron Norris	-	Harvey Water
Mr Darren Harvey	-	Depart of Biodiversity, Conservation & Attractions –
Ricky Southgate	-	Department of Fire & Emergency Services
Ceri Elliott	-	Department of Health - <i>Joined Via Teams</i>

### 2.2 Observers

Mr Phil Anastasakis	-	Acting Chief Executive Officer
Mr Ashwin Nair	-	Director Sustainable Development
Mrs Donna Bailye	-	Manager Governance
Miss Katie Merwood	-	Personal Assistant Director Sustainable Development
Mr Michael Gibbings	-	Manager Recreation Centre
Sgt Tim Rainer	-	Sergeant Capel Police
Const. J Harmse	-	Constable Capel Police

### 2.2 Apologies

Cr E Lilly	-	Deputy Shire President
Cr A Jenour	-	Elected member
Mrs Erin Hutchins	-	Department of Fire & Emergency Services
Ms Renee Flaxmann	-	Department of Communities
Snr Sgt Heath Soutar	-	WA Police (Australind) (Deputy Chairperson)
Mr André Schönfeldt	-	Chief Executive Officer
Mr Graeme Offer	-	Moore Road Emergency Response Group
Mr Steve Collins	-	Water Corporation
Mr Peter Westgate	-	Public Transport Authority
Robin Vanrensburg	-	Western Power
Mr Karl Woods	-	Aqwest
Mr Charles Wilks	-	St Johns Ambulance WA
Ms Deb Leverington	-	Telstra Australia
Mr Kevin Shaw	-	Australian Railroad Group
Mr Tim Stevens	-	Dept of Primary Industries & Regional Development
Representative	-	Department of Agriculture & Food WA

### LACK OF QUORUM

Following the calling of attendance and apologies it was found that there was not a quorum in attendance as required under the Terms of Reference for the LEMC .

The meeting would continue as an informal meeting and notes were to be taken for a record of discussion only. As there was no formal meeting in place, formal minutes could not be taken.

### LACK OF QUORUM

### 3 REPORTS OF OFFICERS

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

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Reporting Officer</b>	<i>Stephen Loiterton - Coordinator – Health, Emergency &amp; Ranger Services</i>
<b>Legislation</b>	<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, 20<sup>th</sup> 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 14<sup>th</sup> 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 3<sup>rd</sup> April 2024 the 'all clear' was given by the Chief Bushfire Control Officer of the Shire of Waroona.

On 15<sup>th</sup> 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.

#### *Discussion:*

*This report was noted.*

## 8.2 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.

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

No written report -- DFES works at Lesch .

#### **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 6<sup>th</sup> 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 19<sup>th</sup> 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](mailto: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.

#### *Discussion:*

*This report was noted.*

## **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 11<sup>th</sup> April. However, given the prevailing dry weather conditions, the SW Region maintained the Automatic Response Zone mobilising and additional On-Call staff until the 25<sup>th</sup> April.

### **CLIMATE OUTLOOK (issued 18<sup>th</sup> 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 29<sup>th</sup> 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 6<sup>th</sup> and Saturday 7<sup>th</sup> 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 1<sup>st</sup> May to 5<sup>th</sup> June.

Received

Discussion:

This report was noted.

### **8.2.4 Department of Communities – Ms Jo Spadaccini**

*Note: The following report was tabled at the meeting. Copies of the report were provided to the Committee at the start of the meeting.*

#### **Communities Recovery Activities**

##### **1. Kimberley Floods Recovery Program**

- The Kimberley Floods Recovery program has moved into its second year, with a revised focus on community resilience and wellbeing with an aim of creating a way forward for the community post the floods.
- Communities maintains community recovery officers at the Fitzroy Crossing Flood Hub operated by the Shire of Derby West Kimberley, working in partnership with the Shire, DFES, DPIRD and other partner agencies to deliver the outcomes of the State Recovery and Resilience Plan.
- [Kimberley-Floods-State-Recovery-and-Resilience-plan-2023-2024.pdf \(website-files.com\)](#)
- Communities is managing the recovery needs of individuals, families and communities impacted by the flood. This is called the Social domain and is focused on safety, security, shelter, health, the psychosocial wellbeing of displaced individuals and community resilience.

Communities also manages a component of the infrastructure and built environment Domain, with recovery activities focused on clean-up, repair and reconstruction of buildings homes and roads.

## 2. *Mariginiup Fires Recovery Program*

- Communities is supporting the City of Wanneroo to deliver the psychosocial wellbeing and financial support elements of the recovery program.
- Communities has engaged several psychologists to support impacted resident referrals and has delivered a financial assistance package aimed at supporting the replacement of essential household items damaged in the fires.
- Communities is currently supporting the City with site visits to damaged properties to commence the clean-up program to ensure residents have access to support services if required.
- [Mariginiup Bushfire Recovery Information.pdf](#)

### **State-Wide Audit Evacuation Centres**

- Department of Communities (Communities) is finalising audits of the State's nominated evacuation centres.
- The audits are to identify hazard-specific risks relevant to the region and to identify opportunities for local governments to upgrade facilities to mitigate these risks.
- Communities would like to engage with local governments (LGs) and WALGA to discuss opportunities through the Disaster Ready Fund grants for 2025 to improve these facilities and mitigate risks in emergency events.
- Reach out to your Emergency Relief and Support Regional Coordinator or email [erspartners@communities.wa.gov.au](mailto:erspartners@communities.wa.gov.au) for more information.

### **Disaster Ready Fund**

Several LGs in Western Australia (WA) submitted applications for the Disaster Ready Fund (DRF) in 2024 to support the improvement of their facilities used as evacuation centres.

Communities had the opportunity to review LGs applications for the Disaster Ready Fund (DRF) provided to the Department of Fire and Emergency Services (DFES) for 2024 and assessed that the projects would contribute to the State's ability to provide emergency accommodation for evacuating communities. All applications were considered suitable to progress for further consideration in the DRF process.

### **Communities 2023/24 High Threat Season Activations**

The Department of Communities' Emergency Relief and Support (ERS) Directorate would like to acknowledge and thank all of our local and state partners for the assistance and support provided over the 2023-24 season.

Since October 2023, there has been a total of forty events supported by Communities including:

- Activation under the AUSRECEPLAN– Israel and Gaza repatriation
- Pre-planning undertaken for 3 high threat weather events, which did not result in activation.

- 457 People were supported during events through our client management system
- 1 Active and declared recovery event (under Disaster Recovery Funding Arrangements) - Mariginiup Fire.
- Just prior to Christmas 2023, there were 6 activations supported by Communities over just 2 days (20-22 December).

Our team looks forward to working with you all over the coming months as we prepare for the 2024- 25 season.

### Local EM Information

#### 1. Evacuation Centre Training

This will be a priority for all the regions over the next 6 months. Communities would like to request that all LEMC members please identify staff that require training. We recommend that this training be conducted in a gazetted evacuation centre but can explore alternate facilities if required.

#### 2. Exercising

Please ensure that the Department is invited to any exercises relating to EM. We would be happy to consider an inject to this exercise if it is appropriate.

#### 3. Activations

South West Communities staff have been activated to stand up 6 evacuation centres in the region since the start of the season:

- Shire Of Dardanup - Eaton Bushfire (21<sup>st</sup> to 22<sup>nd</sup> December 2023) – Evacuation Centre opened at Eaton Recreation Centre then moved to Eaton Boomers Football Club
- Shire of Collie - Coolongatta Bushfire (11<sup>th</sup> to 12<sup>th</sup> January 2024) – Evacuation Centre opened at Roche Park
- Shire of Nannup – Jalbarragup Millbrook State Forest Bushfire (17<sup>th</sup> to 18<sup>th</sup> January 2024) Evacuation Centre opened at Nannup Recreation Centre
- Shire of Harvey – Leschenault and Australind Bushfire (27<sup>th</sup> February 2024) – Evacuation Centre opened at Eaton Recreation Centre
- Capel – Harewoods Bushfire (10<sup>th</sup> March to 11<sup>th</sup> March 2024) – South West Sports Centre
- Shire of Manjimup – Walpole Middle Road Complex Bushfire (26<sup>th</sup> to 27<sup>th</sup> April 2024) – Evacuation Centre opened at Walpole Recreation Centre.

#### 4. ERS Stream 1 Regional Preparedness and Coordination

Sharon Austin has completed her acting position of ERS Regional Officer, with Jo Spadacinni back from long service leave.

**PLEASE NOTE: Should you require Communities' assistance in the event of an emergency, please phone the ERS On Call phone.  
0418 943 835**

*Discussion:*

*This report was noted.*

**10 CLOSURE OF MEETING**

The next local Emergency Management Committee Meeting will be held on Wednesday 14<sup>th</sup> August 2024 commencing at 10.00 am at the Shire of Dardanup – New Library and Administration Centre Eaton.

The meeting closed at 10.07 am.