



# A G E N D A

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

Wednesday, 12 August 2020  
Commencing at 10.00am

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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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, 12 August 2020 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 10.00am



**MR PHIL ANASTASAKIS**  
Acting Chief Executive Officer

Date: 5 August 2020

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## **VISION STATEMENT**

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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Committee Members:

- Cr. M T Bennett - Elected Member - Chairperson
- Cr. P Perks - Elected Member
- Cr. S Gillespie – Elected Member
- Coordinator Emergency & Ranger Services – Staff
- Representative – WA Police (Deputy Chairperson)
- Representative – Department of Communities
- Representative – Department of Agriculture & Food WA
- Representative – Department of Biodiversity, Conservation & Attractions
- Representative – Department of Health
- Representative – Main Roads WA
- Representative – Department of Fire & Emergency Services – Fire
- Representative – Department of Fire & Emergency Services – Natural Hazards
- Representative – Public Transport Authority
- Representative – Water Corporation
- Representative – Western Power
- Representative – Aqwest
- Representative – St Johns Ambulance WA
- Representative – Telstra Australia
- Representative – Australian Railroad Group
- Representative – ATCO Gas
- Observer - District Emergency Management Advisor – SW Office of Emergency Management (OEM)

## COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

## DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING TO BE HELD ON WEDNESDAY 12 AUGUST 2020, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 10.00AM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, Cr. M T Bennett to declare the meeting open, welcome those in attendance and refer to the Acknowledgement of Country; Emergency Procedure; the Disclaimer and 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 by recognising the strength, resilience and capacity of Wardandi people in this land.*

*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 Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).*

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**

2.1 Attendance

2.2 Observer

2.2 Apologies

Mr Peter Stewart	-	District Officer Emergency Management, DFES
Mr Daryn Rowland	-	A/District Officer Emergency Management, DFES
Ms Nicky Waite	-	Water Corporation

**3. PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

4.1 Local Emergency Management Committee Meeting Held 13 May 2020

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Local Emergency Management Committee Meeting held on 13 May 2020, 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.”

## 8. REPORTS FROM OFFICERS AND COMMITTEE MEMBERS

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

*Reporting Department:* Sustainable Development Directorate  
*Reporting Officer:* Mrs Erin Hutchins - Coordinator Emergency & Ranger Services  
*Legislation:* Local Government Act 1995  
 Emergency Management Act 2005

- Acronyms & Terms

There have been no amendments or additions to the emergency management list of acronyms or terms.

- Confirmation of LEMA Contact Details and Key Stakeholders

The Shire of Dardanup LEMA contact and key stakeholder details are due for review. It is requested that any changes to contact and key stakeholders details are notified to the Shire of Dardanup via email [emergency@dardanup.wa.gov.au](mailto:emergency@dardanup.wa.gov.au). A final electronic copy will be provided to members upon completion of the review.

- Committee Membership & Resources

There are no new membership requests at this time.

- Status of Local Emergency Management (Recovery) Arrangements (LEMA)

The Shire of Dardanup LEMA was adopted by Council at its Ordinary Council meeting held 1 April 2016. A full review will occur in 2021.

- Exercises that Tested the LEMA

As per the new State Emergency Management Exercise Framework, from 2020 local governments are required to develop an exercise schedule, to enable them to progressively plan exercises over a three year period.

The framework recommends that local governments and agencies exercise in a single agency capacity in the first year of the cycle to identify, practice and refine capabilities within their own agencies. In the second year it is recommended that agencies exercise their capabilities in a multi-agency environment and in the third year agencies plan an exercise demonstrating how they will operationalise their capabilities during a state-level emergency.

To assist local governments through this process, the Exercise Framework Project Team have created a WA Managing Exercises Guideline and Templates to develop, manage and report

on EM exercises in a consistent way. In addition, a WA Managing Exercises online course has been created and is now available.

The Shire will use existing sources of data, such as but not limited to the Annual and Preparedness Report Capability Survey report, to conduct their capability analysis in the seven areas outlined in the SEMC capability framework being;

- Governance;
- Emergency response;
- Resources;
- Community Involvement;
- Planning and Mitigation;
- Impact Management and Recovery; and
- Analysis and Continuous Improvement.

Once the analysis and proposed exercise schedule has been prepared, it will be brought to an upcoming LEMC for endorsement.

- Sub-Committees or Working Groups - Nil to report.
- Projects Undertaken - Nil to report.
- Key Achievements - Nil to report.
- Local Training Needs or Opportunities - Nil to report.
- Funding Opportunities

In response to the COVID-19 pandemic, the State Government, through Lotterywest, has allocated all profits of the Lottery (up to \$159 million) directly into the newly created COVID-19 Relief Fund.

This Fund will assist the Western Australian community through COVID-19 and respond to the impacts of the crisis on individual and community wellbeing through targeted and impactful community grants.

In 2020-21, the Fund includes three grant programs:

- Supporting the Most Vulnerable - applications are now open
  - Crisis and Emergency Relief; and
  - Prevention and Early Intervention.
- Building Community - expressions of interest are now open
  - Community Connection;
  - Arts and Culture;
  - Aboriginal Communities; and
  - Environment
- Strengthening and Adapting Organisation - coming soon
  - Organisational Capability and Governance
  - Innovative Service Model; and
  - Sector Collaboration.

The Shire is workshopping ideas and opportunities to consider which grants are suitable to apply for to support our community.



- Incident Support Group Activations/ Incidents - Nil to report.
- Recovery - COVID-19

In a letter dated 29 June 2020 to André Schönfeldt – CEO Shire of Dardanup, Sharyn O’Neil – State Recovery Controller, clarified local government’s role in recovery from the COVID-19 pandemic. She reiterates that given the scale of the impact of COVID-19 and the extended nature of recovery efforts, recovery is most appropriately coordinated at a State rather than a local level. However, every local government plays a key role in recovery, particularly as they are the closest touch points to the community. Moving forward, the Shires role in recovery will be to:

1. Collect and provide local impacts to the State Recovery Coordinator to inform recovery planning and implementation –  
*At the request of the State, the Shire recently completed a survey that captured impacts, initiatives, risks, opportunities and emerging risks. The DFES State Recovery has analysed the data and documented it in the District Impact Statement (Appendix LEMC: 8.1A and Appendix LEMC: 8.1B).*
2. Align local recovery plans to the State Recovery Plan where required to ensure consistency –  
*The State Recovery Plan is yet to be released. The Shire recently spoke with Suzanne Blyth – Manager Recovery Emergency Management who advised that the latest advice from the State Recovery Controller is that it would be made available in late July.*
3. Build on the strong work already undertaken by local governments in:
  - a. Reviewing or adopting financial hardship policies to support ratepayers to provide rate, fee and tenancy relief to businesses and individuals in distress –

*At the OCM 27 May 2020, Council adopted CP098 COVID-19 Financial Hardship Policy for Rates and Sundry Debtors to assist and support the community to meet the financial challenges arising from the pandemic. Further, the Shire applied a 0% increase to rates and fees and charges for 2020-21 as well as reimbursing 100% of paid building insurance to lessees with no further insurance payable until further notice (Shire owned buildings). Council also waived its 2020/21 Health Inspection Fee for small businesses. The Shire made available “Quick Response Business Grants” of up to \$2,500 to help support eligible small businesses operating within the Shire of Dardanup with the cost of things like marketing or new equipment.*

- b. Reviving community services, sports and recreation to promote wellbeing and enable the community to resume active, connected lives in a COVID-safe manner –

*Throughout the pandemic, the Shire continued to provide much needed services to the community in an adapted form. The Library became mobile and offered home delivery and workshops and programs, including for fitness, were made available online. These initiatives were well received by our community. As we return back to face to face services, the Shire continues to be guided by community needs and is taking the necessary steps and precautions to operate in a COVID Safe Environment.*

- c. Supporting arts, culture, events and tourism activities and content in local areas and helping these industries to innovate to operate in the future –

*The Shire continues to support and promote community events and activities throughout the Shire.*

- d. Accelerating small capital works projects to provide vital employment channels and use local materials, contractors and labour services to support vulnerable parts of the workforce –

*The Shire has brought forward a number of large and small planned projects to meet the needs of our community and help stimulate the economy such as;*

- i. Eaton Civic Precinct Development*
- ii. Eaton Community Hub*
- iii. Dardanup Civic Precinct Revitalisation*
- iv. Wells Recreation Centre Upgrade (Dardanup)*
- v. Eaton Junior Football Club Pavilion and Eaton Hall Upgrades*
- vi. Burekup Pavilion*
- vii. Gnomesville Public Toilets & Carpark Upgrades*
- viii. Eaton Drive Major Distributor Upgrades*

*The proposed 9 projects are expected to support **391** full-time equivalent (FTE) jobs through the construction phase and are estimated to create **113.7** ongoing FTE jobs at the completion of these projects.*

*Further proposed projects are;*

- i. Burekup Parking Bay (Russell Road)*
- ii. Murdoch Crescent/Margaret Circle Pathway*
- iii. Eagle Crescent Pathway/Duck Pond Pathway*
- iv. Leicester Reserve Wetlands/Watson Reserve Pathway Resurfacing*
- v. Ferguson Road Pathway*
- vi. Clarke Street, Crampton Road, Shier Reserve Path*
- vii. Peppermint Way Pathway*

- e. Streamlining or fast tracking approvals processes and relieving compliance burdens on businesses and households where possible to stimulate local economic activity –

*From the beginning the Shire initiated and applied a flexible approach to planning applications and compliance deadlines. Once introduced, the Shire ensures compliance with the amendments to WA planning legislation - "Clause 78H Notice of Exemption from Planning Requirements During State of Emergency Clause 78H(6)(a) Amended Notice".*

- f. Monitor recovery progress and report any emerging issues and key actions taken at the local level to the State Recovery Coordinator to inform quarterly reporting to the State Recovery Steering Committee –

*The Shire will continue to advise the State of any emerging issues and key actions taken at the local level by way of responding to surveys, through the District Emergency Management*

*Advisor – Vik Cheema directly and through the Local Emergency Management Committee (LEMC).*

- Emergency Risk Management Processes/Treatment Strategies

The Shire has been successful in its application for Mitigation Activity Funding (MAF) of \$492,880.00 (exclusive of GST) to continue mitigation activities to identified areas at risk of bushfire in Shire reserves throughout the 2020-2021 financial year. The offer was endorsed by Council on Wednesday 29 July 2020. The Agreement has now been signed and returned to DFES.

- Post Incident / Exercise Reports - Nil to report.

- Completion of Annual and Preparedness Report Capability Survey

The State Emergency Management Committee (SEMC) has provided the Shire of Dardanup with a summary of our local governments emergency management capability based on our response to the Annual and Preparedness Report Capability Survey in 2018 and 2019 (Appendix LEMC: 8.1C and Appendix LEMC: 8.1D).

The report highlights where the Shire reported highest capability such as;

- Evacuation/Welfare Centre;
- Impact Assessments;
- Finance and Administration.

As well as areas for improvement such as;

- Sustained Recovery;
- Infrastructure Protection;
- Essential Services Protection.

The information is useful for a variety of purposes, such as facilitating EM planning, informing EM exercising in line with the State Exercise Framework requirements, supporting internal business cases, highlighting areas of success, and informing Local Emergency Management Arrangements (LEMA). In addition, the report will assist the Shire in identifying areas for improvement, and to guide its strategies, priorities and actions.

Due to the significant impact from COVID-19, the Emergency Preparedness Report Steering Committee have determined not to release the Annual and Preparedness Report Capability Survey for 2020. It is expected that the 2021 survey will go ahead in April next year.

- Local Emergency Management Committee Business Plan

The State Emergency Management Committee (SEMC) has identified the need to review and update the Business Plan template completed by LEMCs and DEMCs annually, in line with their Strategic Plan. Once the new template becomes available, the 2020-2021 LEMC Business Plan will be prepared and presented to the Committee for endorsement.

- State Emergency Management Committee (SEMC)

The State Emergency Management (EM) Policy and Plan have been amended to facilitate the State Government approved whole of government approach to Western Australia's recovery from the COVID-19 pandemic. The amendments were approved by the SEMC on 21 July 2020 (SEMC Resolution Number 42/2020).

The SEMC approved the inclusion of the below statement as an Appendix (AA) to both the State EM Policy and Plan:

APPENDIX AA: COVID-19 RECOVERY

1. The following five sections of the State Emergency Management Framework are amended such that they do not apply for a period of 12 months retrospectively from the 15 July 2020 for recovery activities undertaken by the pandemic caused by virus COVID-19:
  - i. State Emergency Management Policy 6.2 Role of Controlling Agency
  - ii. State Emergency Management Plan 6.2 Commencement of Recovery
  - iii. State Emergency Management Plan 6.4.1 Impact Statement
  - iv. State Emergency Management Plan 6.5 Role of Local Government in Recovery
  - v. State Emergency Management Plan 6.8 State Level Recovery Plan
2. These five sections continue to apply for all other emergencies.

In addition to the above amendments, the SEMC recently approved (SEMC Resolution Number 40/2020) a revised State Support Plan – Emergency Welfare (Interim). It is acknowledged that further work and consultation will be undertaken on the Plan following the completion of the Department of Communities emergency services review.

The fundamental principles of the Plan remain unchanged, the main alterations include:

- Naming of the State Welfare Incident Coordination Centre.
- Re-designation of the Department of Communities, Emergency Services Coordinator to the Welfare Emergency Controller.
- Further details regarding scope and responsibilities pertaining to emergency food provision.
- New roles and responsibilities and process flow of activation of the AUSRECPLAN.
- Delegation capacities of the State Welfare Coordinator and Welfare Emergency Controller and emphasis towards scale-ability.
- Other minor expansions of explanation of scope, roles and responsibilities and statement of fact changes.

All documents are now available on the SEMC Website [State EM Policy](#) [State EM Plan](#) [State Support Plan - Emergency Welfare](#).

- Seasonal review – fire season preparedness

Refer DFES report if applicable.

- Seasonal review – storm season preparedness

Refer DFES report if applicable.

8.2 Title: Agency Reports – Various

Reporting Department: Various

Reporting Officer: Various

Legislation: Local Government Act 1995  
Emergency Management Act 2005

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Background

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

◇ **Office of Emergency Management – Vik Cheema**◇ **Department of Communities - Roma Boucher**

1. The Department has been busy with planning and arrangements in support of activation of the State Hazard Plan Human Biosecurity and State Emergency Welfare Plan (SEWP) with the following activities:
  - SW OASG meetings with HMA, Dept of Health and DEMC agencies on Tuesdays @ 10am (commenced weekly, then monthly and moving forward, anticipate going back to fortnightly during the current period) ;
  - Fortnightly SW Recovery Group Meetings, convened by Vik Cheema, District Advisor, SW LG's and various agencies on every 2nd Thursday @ 2pm – postponed until the State Recovery plan was released;
  - Fortnightly (previously weekly) ES Unit meeting with DC Director of Emergency Services, unit staff and DESOs;
  - There has been much work being done by Metro DESOs at Perth airport, isolation stations and setting up the CoVid Helpline call centre. Some work in the Goldfields and Kimberley with border closures and ppl required to complete isolation/quarantine.
  - Variety of phone calls re SW LG issues – transient travellers, homelessness, welfare issues etc.
  - Earlier work identifying accommodation facilities and food supply in the SW.
2. During the last quarter, I have on some occasions worked with other agencies to arrange accommodation, food supply and welfare support for people requiring quarantine in the South West. This work has presented some interesting issues and I suspect most people aren't aware people do quarantine in the local District.
3. Recently there have been two items released by the SEMC –
  - WA State Recovery Plan for CoVid-19; and
  - Advice regarding the amendments to sections of the State Emergency Management Framework and a revised State Support Plan – Emergency Welfare (interim)

◇ **Department of Fire & Emergency Services – Daryn Rowland**

*COVID-19 Update*

Phase 4 of the WA Government’s COVID-19 roadmap has come into effect. This saw most of the restrictions removed in Western Australia, although the two-square-metre rule has remained in place, and major venues are restricted to 50 per cent capacity. Phase 5 has been delayed with a new tentative date of 15 August due to current situation on eastern seaboard.

While the DFES Facilities and Vehicle Cleaning Guidelines for COVID-19 will remain in place, the Incident Response Team have authorised the removal of additional facility sanitisation from 1 July 2020. Normal facility, fleet and equipment cleaning regimes should continue, as should personal hygiene practices.

*Seasonal Outlook*

The BOM have released their seasonal outlook for August to October. Access to this forecast is available via this link - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

- Wetter than average three month period for Mid to Lower west coast of WA
- Less chance in NW of WA
- Warmer than average days & nights in NW of WA

*\$6 Million to Assist Local Governments Reduce Bushfire Risk*

Twenty-one local governments across Western Australia have been granted a total of \$6.05 million in State Government assistance to help reduce bushfire risks in their communities.

Under the first round of the 2020-21 Mitigation Activity Fund (MAF) Grants Program, 612 mitigation activities will be carried out on Crown lands that are managed by local government and deemed to be at high risk of bushfire.

Local Government	Allocated Amount	Number of Treatments
City of Bunbury	\$302,868.00	42
Shire of Collie	\$131,235.00	22
Shire of Dardanup	\$492,880.00	39

*Bushfire Centre for Excellence*

Construction of the new BCoE has commenced with completion due in December 2020.

<https://www.dfes.wa.gov.au/bushfirecoe>

*DFES Region Name Changes*

- District Officer Murray – now District Officer Wellington
- Area Officer Harvey Hills – now Area Officer Preston
- Area Officer Bunbury – now Area Officer Forrest

*DFES Regional Office Staffing*

- Superintendent Peter Norman - PSL due to knee replacement
- Acting Superintendent - Andrew Wright
- Acting District Officer Bunbury - Ian Joseph
- Acting District Officer Emergency Management - Daryn Rowland
- Acting District Officer Wellington - John Carter

- ◇ Department of Agriculture & Food
- ◇ Department of Biodiversity, Conservation and Attractions
- ◇ WA Police
- ◇ Western Power
- ◇ Main Roads WA
- ◇ Department of Transport
- ◇ Water Corporation
- ◇ WA Country Health Service
- ◇ TransWA
- ◇ Aqwest
- ◇ Atco Gas
- ◇ Australian Rail Group
- ◇ St John Ambulance
- ◇ Telstra

#### 9. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

#### 10. CLOSURE OF MEETING

The Chairperson advises that the date of the next Local Emergency Management Committee Meeting will be **Wednesday 11 November 2020**, commencing at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

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