



A G E N D A

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

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



MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 5 February 2020

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.

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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 FEBRUARY 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 Apologies

Mr Tim Stevens - Department of Primary Industries & Regional Development

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

3.1 Bushfire Risk Management Planning & Funding – Ben Anderson

Bushfire Risk Management Officer Ben Anderson will be delivering a presentation to provide an update on the Shire's Bushfire Risk Management Plan and the first round of Mitigation Activity Fund Round 1.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held 7 November 2019

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Local Emergency Management Committee Meeting held on 7 November 2019, 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

An electronic copy of the Shire of Dardanup LEMA contact and key stakeholder details has been provided to LEMC members. It is requested that any changes to contact and key stakeholders details are notified to the Shire of Dardanup via records@dardanup.wa.gov.au.

- 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

The Shire is working towards an appropriate exercise that will test how the Shire of Dardanup responds in an emergency (recovery scenario). As mentioned at the previous meeting in May and August, the exercise can incorporate multiple agencies relevant to the local area to ensure cohesion between departments. It is proposed that the exercise will be run in lieu of the May 2020 meeting. This will also ensure sufficient time to apply for any available funding to assist with the exercise as well ensure availability of members.

- 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 - Nil to report.
- Incident Support Group Activations/ Incidents - Nil to report.

- Emergency Risk Management Processes/Treatment Strategies

Dardanup has progressed well with the State Risk Project achieving key milestones including the final Risk Report. The Shire is awaiting to hear from SEMC on further direction on the next stage of identifying suitable risk treatments for identified risks.

- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey - Nil to report.
- South West Emergency Management Alliance (SWEMA)

As mentioned in previous minutes, the Shire awaits further details from the City of Busselton in relation to a professional development day for members. It is suggested that members only convene once a year whether physically, by tele/video conferencing, or for a professional development day.

- Seasonal review – fire season preparedness

Refer DFES report if applicable.

- Seasonal review – storm season preparedness

Refer DFES report if applicable.

- Report on Cleanaway Fires – Chris Hynes, Dardanup CBFCO

First incident # 464604 at 17.48 hrs 12 January 2020

- Fire was approximately 50m x 50m = 100m².
- Crews encountered safety issues relating to applying water to the fire while being out of the smoke and not being in any danger.
- Site operators were on site and began using machinery to extinguish the fire and then using soil to cover the rubbish.
- Site had what appeared to be compacted plastic rubbish bags with all types of general waste and not covered with soil.

Second incident #465804 at 19.22 hrs 27 January 2020

- Fire was approximately 60m x 20m = 1,200 m².
- Site was open on arrival with trucks unloading waste into a waste cell below the location of the fire.
- Due to the wind direction we didn't try to extinguish the fire as it would have put the firefighters at risk due to hazardous smoke.
- Cleanaway machine operators arrived on site about 10 minutes after the brigades and began to use their large water tankers to extinguish the fire.
- Smoke hazard issued at 19.57 hrs.
- The incident was declared a hazmat and FRS brigades were mobilised to the incident. They were subsequently cancelled as the rubbish fire was being controlled and the smoke was dissipating.
- Bushfire and FRS brigades were stood down.
- The incident was left under the control of the Cleanaway supervisor to continue to cover the fire with soil and water.

Third incident # 465824 at 0310 hrs 28 January 2020

- Fire was approximately 150m x 40m = 6,000m².
- The site was locked on arrival - gate chains were cut to gain access.
- The fire was increasing in size.
- I was unable to contact any representatives from Cleanaway until 5.00am when staff started arriving for work.
- I advised Comcent to issue a smoke advice at 0358, 20 minutes after arriving on site, as the smoke was intensifying and dropping low over Dardanup town site and surrounding areas.
- I contacted Shire of Dardanup EHO and in turn, DEWR were advised of the incident and attended.
- I declared the incident as a hazmat and requested FRS attendance and an Area Officer.
- The Incident was handed over at 07.18 hrs to Bunbury FRS and the DFES Area Officer.
- DEWR carried out their air quality and site inspection.

Western Power Pole Fires

Dardanup brigades have attended seven Western Power pole fire incidents with four being undetermined causes. I have asked DFES for a closer look at these fires as they have all started very close to the pole base and one resident witnessed a fire starting at the base of a power pole.

8.2 Title: Agency Reports – Various

<i>Reporting Department:</i>	<i>Various</i>
<i>Reporting Officer:</i>	<i>Various</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Emergency Management Act 2005</i>

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

Background

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

◇ **Office of Emergency Management – Vik Cheema**

Office of Emergency Management Representative, Mr Vik Cheema provided the following report:

State

- State Emergency Management Committee noted the Fuel Reduction Activities in Western Australia. Summary of 2017-18 report. Highlights of the report include: a total of 9.1 million hectares of planned burning; 65,000 hectares and more than 1,800 kilometres of other fuel reduction activities; an increased number of local governments; and agencies actively engaged in bushfire mitigation activities.
- SEMC endorsed the development of a WA Implementation Plan for the National Disaster Risk Reduction Framework. The implementation plan will meet the requirements of the Commonwealth and be scalable to support future investment and allow granularity to be added as implementation occurs. Consultation will commence in early 2020 to support the development.
- State Emergency Management Exercise Framework. A brief snapshot of the State Emergency Management Exercise Framework and Cycle can be found at Appendix (LEMC 8.2).
- Cyber Security was supported to be progressed to a State Hazard Plan to allow for consultation with relevant Controlling Agencies, the Western Australian Local Government Association and other relevant stakeholders.
- The Western Australian Local Government Association brought to the SEMCs attention some of the issues identified through feedback from WALGA members regarding the current Local Emergency Management Arrangement (LEMA) process. SEMC approved a sector led review of the LEMA. Scoping will commence early 2020.

District

SW DEMC meeting held on 19 November 2019. Agenda for the meeting covered:

- Seasonal fire weather outlook – BOM
- Potential for Class A greywater use for the fire fighting
- State Exercise Framework
- State Recovery Arrangements

Local

The SEMC approved a review of the State Risk Project prior to commencing phase 5. The project was commenced in 2013 and was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels. The review will assess how to move forward with the knowledge and data collated.

◇ **Department of Communities - Roma Boucher**

Department of Communities representative, Roma Boucher provided the following report:

The Department has been activated for the following emergency events:

- Wellington Complex Bushfires in the Shires of Collie and Dardanup on Sunday 15th December 2019 @ 7:45am, with bushfire to the north of the townsite of Collie and south in the vicinity of Wellington Dam. The Department was asked to strategically identify some welfare evacuation centres in case the town of Collie was evacuated. I contacted the Shires of Collie, Dardanup, Harvey and City of Bunbury and requested 4 centres be on standby for this event. Following the weather forecast on Tuesday 16th of windy conditions and hot weather for Wednesday 17th, the centres remained on standby until Thursday 19th December when we had permission from the hazard management agency, DBCA / PWS to stand down. All clear was issued on Monday 23rd December 2020.
- Treasure Road Bushfire in the Shire of Harvey on Monday 20th January 2020 from 7pm, with bushfire to the north of Kemerton Industrial Estate and to the east of Forrest Highway, in the vicinity of Treasure and Wellesley Road. The Shire opened Leschenault Leisure Centre and 3 of our staff attended with our emergency kit and trailer with bedding provisions. In liaison with the Incident Controller (DBCA/PWS) the welfare evacuation centre was closed from 10.30pm with a sign on the door with contact details should anyone present overnight. Our Emergency Services Unit On Call officer was provided some local accommodation options and 3 SW staff were on-call overnight in case conditions changed during the night. All clear was issued on Tuesday 28th January 2020.
- Folly Bushfire in the Shire of Nannup on Wednesday 22nd January 2020 from 3:40pm, with the bushfire impacting approximately 1.5 kilometres from Nannup townsite. Some nearby residents were evacuated and the Shire opened the Nannup Recreation and Community Centre to assist. In liaison with the DFES LSW Superintendent and Incident Manager (Shire of Nannup), the welfare evacuation centre was closed from 6pm with a sign on the door with contact details. Our Emergency Services On Call officer was provided some local accommodation options and 3 SW staff were on-call overnight in case conditions changed during the night. At the time of writing, this is still an active fire.

◇ **Department of Agriculture & Food**

◇ **Department of Fire & Emergency Services**

◇ **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. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

10. 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.]

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING

The Chairperson advises that the date of the next Local Emergency Management Committee Meeting will be **Wednesday 13 May 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.