



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held

13 May 2020

At

eMeeting via
www.dardanup.wa.gov.au

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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

MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ELECTRONICALLY [VIDEO CONFERENCING] ON WEDNESDAY, 13 MAY 2020, AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr. M T Bennett declared the meeting open, welcomed those in attendance and acknowledged that the meeting would be conducted as an electronic meeting via video conferencing in accordance with the Local Government (Administration) Regulations 1996, 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 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.

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

eMEETING PROCESS – ADVICE TO PUBLIC & ELECTED MEMBERS

The Presiding Member will confirm that each person expected to attend the meeting is connected to the eMeeting platform and therefore in attendance [Roll Call].

The Presiding Member will call the names of attendees. Each person is to respond when their name is called to confirm that they are in attendance.

Presiding Member will then ask “Is there anyone in attendance that has not yet been recorded?”

2.1 Attendance

Cr Michael Bennett	-	Shire President (Chairperson)
Cr Stacey Gillespie	-	Elected Member
Cr Patricia Perks	-	Elected Member
Mr Vik Cheema	-	Department of Fire & Emergency Services [10.15am]
Mr Peter Stewart	-	Department of Fire & Emergency Services
Ms Deb Leverington	-	Telstra
Senior Sgt Mark Smith	-	Australind Police
Mr Paul Maclean	-	St John Ambulance
Mr Paul Sanderson	-	Eaton Lions Club
Mr Peter Buckley	-	Water Corporation

2.2 Observer

Mr Andre Schönfeldt	-	Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mrs Erin Hutchins	-	Coordinator – Emergency & Ranger Services
Mrs Gaylene Godfrey	-	PA - Director Sustainable Development
Mr John Kowal	-	Manager Sport & Recreation

2.3 Apologies

Mr Dave Smith	-	Main Roads
Ms Roma Boucher	-	Department of Communities
Mr John Carter	-	Department of Fire & Emergency Services
Ms Nicky Waite	-	Water Corporation
Mr Peter Westgate	-	Dept of Transport
Mr Tim Stevens	-	Department of Primary Industries & Regional Development

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held 12 February 2020

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

LEM 02-20 MOVED - Cr P Perks SECONDED - Mr Peter Stewart

THAT the Minutes of the Local Emergency Management Committee Meeting held on 12 February 2020, be confirmed as true and correct subject to the following corrections:

Page 5, Item 8.1 – Report on Cleanaway Fires – Chris Hynes, Dardanup CBFCO, amend by removing dot point 2:

~~– Crews encountered safety issues relating to applying water to the fire while being out of the smoke and not being in any danger.~~

and replace with:

~~– With few problems encountered for crews to apply water to the fire, being out of the smoke and not being in any danger.~~

CARRIED

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

Discussion:

Chairperson, Cr. M T Bennett asked if there were any declarations of interest to be made.

There were no declarations of interest made.

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 - Nil to report.

- Sub-Committees or Working Groups

As per the Local Emergency Management & Recovery Arrangements (LEMRA) the decision to activate the Recovery Plan (including sub-committee formation) is made by the Shire President/CEO on the advice of the Local Recovery Coordinator and the activation of the Recovery Plan would also normally be based on an assessment of the assistance needed for recovery in consultation with the –

- The Incident Support Group - currently the OASG
- Consultation between the HMA, Incident Manager and the Local Emergency Coordinator (through the OASG); or
- The local government.

At this stage the OASG/DEMA have not recommended the formation of Recovery Committees, but instead have recommended not to form Recovery Committees due to members/agencies being currently fully committed to the COVID-19 pandemic. However, not activating the Recovery Committee does not prevent the Shire continuing the work we are currently doing internally in response/recovery.

Further, due to the appointment of the State Recovery Controller (SRC) Sharyn O'Neil (Public Sector Commissioner) and formation of the State Recovery Coordination Unit (SRCU) in time the SRCU via the OASG may guide all agencies and LGA's on how we can/will support recovery activities in conjunction with the State to ensure a coordinated and unified approach to

recovery. This will most probably will be through the OASG due to COVID-19 pandemic impacting on a state wide/nationwide basis and not being confined to just LGA jurisdiction unlike a bushfire, flood or storm emergency event.

The effects due to the revocation of some restrictions are not yet known and further impacts may be endured. This may have the effect of changing the course of recovery activities identified.

Due to the above it is recommended that the Shire hold off formally activating the recovery arrangements and forming the LRCG, however form internal working groups that consider community and economy impacts within the Shire of Dardanup.

RESPONSE ACTIVITIES

- Activation of the Local Emergency Management Arrangements (LEMA) and Shires Business Continuity Plan (BCP)
 - Incident Management Team (IMT) established and meeting twice weekly;
 - Physical distancing – reintroduction of some staff back into the Administration building as well as some staff continuing working from home;
 - Additional safety measures in place to support the reintroduction of some staff back into the Administration building;
 - Focus on the delivery of critical activities.
- Support of Government Directives
 - Social Isolation;
 - Closures: Buildings, Facilities and Toilets;
 - Re-opening of some outdoor recreation areas in line with the State Government’s “cautious relaxing” of Covid-19 containment measures;
 - Events postponed or cancelled.
- Education and Engagement with Community (Communications)
 - Facebook: Dedicated Facebook Group with creation of content specifically aimed at developing a sense of community to reduce impact of isolation;
 - Website: Dedicated COVID-19 Information Hub designed to provide a simplified one-stop-shop to reduce sense of overwhelm;
 - Phone Calls: Dedicated COVID-19 Customer Care Line for enquiries plus cold calls to residents asking if they require any help or information about available support services;
 - Newsletter: Email Newsletter, Newspaper newsletter and hard copy newsletter with home-delivered library books to inform of available support activities;
 - Postcard: Delivered to every Shire household listing Customer Care Line number and seeking feedback on 5 questions related to current support requirements;
 - Digital Display Screens at Eaton Fair also displaying customer care line number.
- Volunteer Bushfire Brigade Operations
 - Protocols established for incident response, disinfection of buildings, appliances and equipment, hygiene, social distancing and welfare checks;
 - Organisation of an “Immunisation Day” for VBFB volunteers to take advantage of those who are not eligible for a flu vaccination through the National Immunisation Program to obtain a \$20.00 reimbursement from DFES towards the vaccination cost;

RECOVERY ACTIVITIES

- Community Support Initiatives (Virtual)
 - Workshops – Variety of workshops delivered as Facebook Live events enabling community members to interact with presenters. Supported by home delivery of materials packs for participating in the workshops.
 - Library – Mobile Library with home-delivered library books introduced.
 - Fitness - Variety of at-home workout videos by qualified ERC staff posted three times daily
 - Events – Interactive events delivered as Facebook Lives providing entertainment, education and community.

- Anzac Day Dawn Service Support – Over 700 Shire of Dardanup designed Dawn Driveway Service stickers were sold. Due to the excellent response an \$800 donation to RSLWA was made by Tint City.
- Economic Support
 - Temporary planning approvals (for up to three months) to enable existing approved restaurants, wineries, cellar door sales, breweries and lunch bars to operate takeaway or home delivery food and beverage services;
 - The previous requirement for businesses to apply for approval to display temporary signs within its road reserves to assist with promoting new services (during this period of virus containment) has been waived;
 - Zero rate increase for 2020/21;
 - Zero increase to the Shires Fees and Charges for 2020/21, with no new fees or charges being introduced;
 - Additional concession has been introduced from 1 July 2020 for the seniors membership fee at the Eaton Recreation Centre, which has been capped at \$50 for residents aged 80 years and over;
 - Suspended penalty interest on outstanding rates from 26 March 2020 until 30 September 2020, to be reviewed again in September;
 - Suspended all Eaton Recreation Centre gym and other membership fees and charges until 30 June 2020, to be reviewed again in June;
 - Suspended all current Council debt collection processes relating to debtors and outstanding rates from 26 March 2020 until 30 September 2020;
 - Support the increased use of outstanding debt repayment plans based on compassionate grounds; and
 - Needs Assessment of Local Business.
- Planning for Recovery
 - Needs Assessment (Customer Care Line);
 - Community Survey.
- Emergency Risk Management Processes/Treatment Strategies - Nil to report.
- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey - Nil to report.
- Seasonal review – fire season preparedness
Refer DFES report if applicable.
- Seasonal review – storm season preparedness
 - Mr Peter Stewart, DFES, advised that the SES received 150 call outs during last week's storm as well as providing metro support. This storm was a test for the start of the season and the SES did a great job.
 -
 - DFES are completing weekly strength reports of BGUs.
 -
 - Superintendent Peter Norman is the DFES SW representative on the OASG with Peter Stewart being proxy.
 -

- Mr Stewart also confirmed that mitigation burning can take place, however, social distancing rules still apply. Bushfire Risk Mitigation Officers (BRMO) can provide assistance to LGs.
-
- DFES are currently making plans to reintroduce;
 - Mitigation burns (DFES);
 - Training;
 - Meetings.

Discussion:

- Mr Vik Cheema, DFES, advised that electricity supply disruption was the biggest issue from the recent storm.
- Appreciate, the COVID-19 recovery management work, conducted by the SW local governments including the Shire of Dardanup.
- Recent severe storm highlighted that whilst we are focused on COVID-19 response and recovery activities, we still have to prepare and respond to other hazards.
- Under the WA State Exercise Framework, pre-COVID, the state planned to focus on two hazards, bushfires and human epidemic as part of a three-year exercise plan.

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**

- Mr Vik Cheema advised that the local governments have consistently been doing some great work and coming up with great initiatives in supporting their communities and encouraged them to keep it up.
- Mr Cheema advised that the Department of Health are holding fortnightly South West Operational Advisory Support Group (OASG) meetings.
- Mr Cheema advised that if the Shire needs assistance with something that is not working at the local level there are 3 options;
 - Report through the OASG;
 - Report through the District Recovery Group;
 - Direct liaison through the CEO.
- The District Recovery Group also meets fortnightly, however, they do not assist with economic recovery rolled out by the Federal Government.
- No advice received from the State yet regarding the State Recovery Plan.
- Mr Cheema is facilitating the district recovery, however, there is no framework. They will be seeking support from local government CEOs as part of the Mutual Aid During Emergencies and Post Incident Recovery MOU.

◇ 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:
 - Weekly OASG meeting with HMA, Dept of Health and DEMC agencies on Tuesdays @ 10am;
 - Fortnightly SW Recovery Group Meeting with convened by Vik Cheema, District Advisor, SW LG's and various agencies on every 2nd Thursday @ 2pm;
 - Weekly ES Unit meeting with DC Director of Emergency Services, unit staff and DESOs;
 - Much work being done by Metro DESOs at Perth airport, isolation stations and setting up the 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. With the activation of the SEWP and Michelle Andrews, DC Director General as the Chair and the appointment of a State Recovery Controller, Diane O'Neill we are waiting on information as to how 'recovery' will look and any welfare assistance this Department may be required to provide to affected people. Several taskforces and working groups have been formed to identify potential needs and assistance.

Note: Unfortunately, staff of this Department are not able to participate in Zoom meetings at this stage due to security. Microsoft Teams is the recommended method.

◇ Department of Fire & Emergency Services – Peter Stewart

COVID 19

- DFES current risk level has reduced to MINOR.
- We have Business Continuity Plans in place to ensure our staff, career firefighters and volunteers maintain an emergency response to any incidents as they occur.
- All SW Brigades Groups and Units (BGUs) report weekly to the SW Regional Duty Coordinator (RDC) on their availability to respond and whether or not they are impacted at all due to the COVID 19. This status is reported at a state level to our Incident Response Team (IRT).
- Superintendent Peter Norman represents DFES on the SW OASG meetings.

Assisting the SHICC

- DFES have a number of personnel seconded to the Dept of Health and imbedded in the State Health Incident Control Centre IMT.

Restrictions Easing

- At the time of writing this report DFES were planning on lifting restrictions on our BGUs in relation to:
 - Recommencing of meetings and maintenance training
 - Recommencing training programs
 - Mitigation burning
- # Strict social distancing guidelines (1.5m) and maximums of 10 persons only must still apply.

SEASONAL OUTLOOK

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

- Potential for wetter than average
- Warmer than average

◇ **WA Police**

- Senior Sargent Mark Smith advised that it has been an extremely busy and challenging time operationally.
- Daily operations have shifted the focus of daily operations with maintaining social stance continuity.
- There has been a slight reduction in crime and an increase in welfare issues and domestic violence.
- Snr Sgt Smith has had staff at the checkpoints on the Forrest Highway, however, these will be closed down this weekend.
- There will be an increased presence at night time to monitor movements and will still be checking reasons why people are out and about and checking social distancing.
- The team has met all challenges and are travelling well.
- Good quality PPE has been now issued to every police officer as their own personal kits.
- Hopefully once the restrictions ease we will get back to normal business.
- Still have to respond to drug and crime issues such as a local targets being caught last week with 1kg of Meth and firearms and another with 200g of Meth.

◇ **Water Corporation**

Mr Peter Buckley advised that it has been business as usual, however, a lot of operational staff are currently working from home and meetings being held online to minimize risk. Water Corporation were impacted by the recent storms with clean up being required.

◇ **St John Ambulance**

Mr Paul McClean advised there was a reduction in jobs for SJA after the introduction of the 1.5m social distancing rules, however this has since increased due to the lifting of restrictions.

◇ **Telstra**

Ms Deb Leverington advised the Telstra have business continuity measures in place so that they can keep operating. Telstra are currently encouraging the use of the Telstra 24/7 app to communicate due to an increase in calls as the call centres are outsourced overseas, COVID19 has had a significant impact. Ms Leverington has been working from home since 13 March and these arrangements will stay in place for another 4 weeks. Telstra has also put in place options for people experiencing financial hardship as well as provide customers with free additional data.

◇ **Eaton Lions Club**

Mr Paul Sanderson has advised that their caravan is ready to be activated if required.

9. NEW BUSINESS OF AN URGENT NATURE
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None.

10. CLOSURE OF MEETING

The Chairperson advised that the date of the next Local Emergency Management Committee Meeting will be **Wednesday 12 August 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 at 10.39.