



MINUTES

FOR THE

**LOCAL EMERGENCY
MANAGEMENT
COMMITTEE MEETING**

Held

8th of November 2023

At

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [emailed]
Upon request.



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 (Proxy)
- Cr. M Hutchinson – Elected Member (Proxy)
- Coordinator Emergency & Ranger Services – Staff
- Representative(s) – WA Police (Deputy Chairperson(s))
- Representative – Department of Communities
- Representative – Department of Primary Industries and Regional Development
- Representative – Department of Biodiversity, Conservation & Attractions
- Representative – WA Country Health Service
- Representative – Main Roads WA
- Representative – Department of Fire & Emergency Services – Fire
- Representative – Department of Transport
- Representative – Water Corporation
- Representative – Western Power
- Representative – Aqwest
- Representative – St Johns Ambulance WA
- Representative – Telstra Australia
- Representative – ATCO Gas
- Representative – Moore Road Emergency Response Group
- Representative – Harvey Water

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2023 - ToR - Local Emergency Management Committee](#)

COUNCIL ROLE

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

DISCLAIMER

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

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

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

SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP LEMC MEETING HELD ON WEDNESDAY, THE 8TH OF NOVEMBER 2023, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Deputy Chief Executive Officer, Mr Phil Anastasakis declared the meeting open, welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).

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

2.1 Attendance

Cr T Gardiner	-	Shire President
Cr A Jenour	-	Elected member
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Mr Stephen Loiterton	-	Coordinator – Emergency & Ranger Services
Mrs Erin Hutchins	-	Department of Fire & Emergency Services
Mr Brian Penman	-	Department Fire & Emergency Services
Ms Roma Boucher	-	Department of Communities
Mr Graeme Offer	-	Moore Road Emergency Response Group
Mr Steve Collins	-	Water Corporation
Snr Sgt Heath Soutar	-	WA Police (Australind) (Deputy Chairperson)
Mr Tim Stevens	-	Dept of Primary Industries & Regional Development
Mr Cameron Norris	-	Harvey Water

2.2 Observers

Mr Ashwin Nair	-	Director Sustainable Development
Mrs Michelle Edwards	-	PA to Director Special Projects & Director Sustainable Dev
Mrs Tahnia Creedon	-	Communications Officer
Ms Melanie Ring	-	Place & Community Team Leader
Mr Neil Nicholson	-	Principal Environmental Health Officer

2.3 Apologies

Mr André Schönfeldt	-	Chief Executive Officer
Mr Gary Smith	-	Western Power
Mr Scott Fitzgerald	-	Western Power
Mr Allan Madgwick	-	Dept of Biodiversity, Conservation & Attractions
Cr E Lilly	-	Elected Member
Sgt Chris Page	-	WA Police (Capel)

3 ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON

3.2 Election of Chairperson

In accordance with the State EMP Preparedness Procedures the Chair to the LEMC is to be an Elected Member of Council.

Nominations for the position of Chairperson are to be handed to Mr Phillip Anastasakis who will be the Presiding Officer for the election. Nominations should be in writing (form provided under Separate Cover)

The position of Chairperson will expire in October 2025 being the date of the next ordinary election Local Government Act 1995 2.28(2).

The nominee is to accept the nomination in writing to the position of Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Cr. T Gardiner was nominated for the position of Chairperson by Cr. A Jenour,

Cr. T Gardiner accepted the nomination.

As there were no other nominations, Cr. T Gardiner was elected as Chairperson unopposed.

3.3 Election of Deputy Chairperson

In accordance with the State EMP Preparedness Procedures the Deputy Chair to the LEMC is to be the Local Emergency Coordinator (WA Police – Australind) should be appointed as Deputy Chair and is a shared position with a representative from WA Police – Capel.

DECLARATION

Following due process as per Section 5.12 and Schedule 2.3 of the Local Government Act 1995 the following people are declared:

Cr. T Gardiner	-	Chairperson
WA Police – Australind	-	Deputy Chairperson

of the Local Emergency Management Committee

4 PRESENTATIONS

None.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held on the 9th of August 2023

OFFICER RECOMMENDED RESOLUTION TO LOCAL EMERGENCY MANAGEMENT COMMITTEE

LEM 04-23 MOVED - Snr Sgt Heath Soutar SECONDED – Mr Graeme Offer

THAT the Minutes of the Local Emergency Management Committee held on the 9th of August 2023, be confirmed as true and correct subject to no corrections.

CARRIED

6 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

8 DECLARATION OF INTEREST

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

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

Discussion:

Chairperson, Cr Gardiner asked the Committee members if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

9 REPORTS OF OFFICERS

9.1 Title: Update Report from Shire of Dardanup

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

9.1.1 Shire of Dardanup and Local Community Events Calendar

Events Calendar for information purposes is attached (Appendix LEMC 9.1.1 A).

9.1.2 Mitigation Activity Funding

The Shire has completed majority of the works in relation to the Bushfire Mitigation Activity Fund (MAF) that can be reviewed in the following updates:

AREA	ITEM	STATUS
Henty Reserve	Installing an access point off the Dress Circle emergency fire access way including gate	Complete
	Installing fire access way suitable for a Light Tanker, including turn around circle and drain crossing.	Complete
	Removing non-natives where possible to do so.	Complete
	Undertake fuel reduction works mechanically where access is possible within Henty Reserve	Complete
	Upgrade fence around Ferguson Fire Shed.	Complete
	Grinding of stumps due to regrowth post removal of non-native trees lining fire access way.	In Progress
Millars Creek	Upgrade access point off Hunter Circle Park including tree removal.	Complete
	Quotations to upgrade existing fire access way from Hunter Circle to Castlereagh Vista with limestone surface.	Complete
	Thinning vegetation between Castlereagh Vista and creek line.	Complete
	Quotations to spray woody weeds and remove any non-natives across remaining treatment areas.	Second Spray In progress
	Mechanically slash long dry grass on river plain adjacent to the Eaton Drive Bridge.	In progress
	Creation of a 10m buffer area around Millbridge Blvd Bridge.	In progress
Warburton Road	Conduct a prescribed mosaic burn with local bushfire brigades to reduce fuel loading within Warburton Road verge.	Complete
	Mechanically mulch vegetation to reduce verge fuel loading in between sections that were burnt.	In Progress
West Dardanup Fire Access Way	Removing trees from fire access way that are restricting access	Complete
	Resurfacing entire fire access way between Travencore and Stonefield	Complete

The acquittal of the MAF grant is due 17th of November 2023.

The next MAF Round is due to open in March 2024, closing in May. Planning has commenced in identifying eligible treatments to continue to treat bushfire risks within crown/state owned land vested in the Shire of Dardanup.

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. However, 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.

9.1.3 AWARE Project

Work has progressed on the Emergency Welfare Project undertaken under the All Western Australians Reducing Emergencies grant program for 2022/23. The purpose of the project is to have a plan to support the Department of Communities to manage emergency evacuation/welfare centres, especially if the department's resources are stretched and deployed elsewhere.

A draft plan has been prepared and put through its paces during Exercise Mock Flock. The table-top exercise examined the process from initial notification of an evacuation requiring the Eaton Recreation Centre as an evacuation centre, until receiving advice to close down. As a part of the exercise, participants were taken on a tour of the facility to better appreciate the space and its potential utilisation as an evacuation centre.

The objectives were to simulate the opening of an evacuation centre, determining the ease of use of the plan, evaluate the fit of the plan into the overall Local Emergency Management Arrangements, provide staff with practical exposure to considerations applicable to managing a local Evacuation Centre, and identify physical resource gaps. Feedback from participants indicate that the objectives were substantially achieved, however, resource limitation/utilisation may need to be the focus of a future exercise.

The draft plan is now being presented for internal approval process and will be presented to the next meeting of the Local Emergency Management Committee for final endorsement.

9.1.6 Summer Preparedness

The Shire's Fire Prevention Order was published at the end of August. To enhance community awareness of the requirement of the order the Shire sent a 'postcard' to all residence in October reminding them of the restricted and prohibited periods, and when inspections of fire breaks will commence.

The Shire's Chief Bush Fire Control Officer advised that the Restricted Burning Period should be brought forward, now to commence on Thursday, 19 October, due unseasonal weather conditions. The Shire consulted with Department of Fire and Emergency Services to ensure a uniform approach with neighbouring Local Governments.

The Shire's Dardanup West Bush Fire Brigade and the Department of Fire and Emergency Services conducted an Urban Interface exercise on 23 December 2023. The exercise aim to give the local bush fire brigades to gain a better understanding of the community, which may assist in the better protection of the community during a bushfire. The exercise also provided opportunities to inform members of the community on the level of preparedness for their properties. The exercise was very successful, with many property owners seeking advice and others requesting follow-ups.

9.1.7 Bushfire Brigades

A revised minimum training requirements policy for Bush Fire Brigades was recently approved. The revised policy will ensure our Brigades are ready for operational responses and that the Shire is meeting its Work Health and Safety Obligations.

The fleet of Bush Fire Brigade vehicles in the Shire is undergoing annual maintenance to ensure preparedness for this year's summer season.

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9.2 Title: Agency Reports

Reporting Department	<i>Various Agencies – Listed Below</i>
Reporting Officer	<i>Refer to Individual Report</i>
Legislation	<i>Local Government Act 1995 Emergency Management Act 2005</i>

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

Background

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

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

Nothing major to report.

Sgt Chris Page is no longer Sgt at Capel, has been given a new position in Bunbury. OiC is being filled at the moment.

Emergency wise Sgt Soutar said that they will be ready and able to attend and deal with emergencies when they arise.

9.2.2 Department of Fire & Emergency Services – District Emergency Management Advisor – Mrs Erin Hutchins

Ms Erin Hutchins has provided the following report:

- **STATE NEWS**

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 4 October 2023. SEMC Communiques can be found [here](#)

- **2023 SEMC MEETING SCHEDULE**

- December 2023

- **STATE EMERGENCY MANAGEMENT DOCUMENTS**

The SEMC has approved and published two new State emergency management documents, the **State Support Plan – Emergency Relief and Support** and the **Local Emergency Management Committee Handbook**.

State Support Plan – Emergency Relief and Support

Several key changes were made to the Plan including:

- The change to terminology from ‘welfare’ to ‘emergency relief and support’ and ‘welfare centre’ to ‘evacuation centres’.
- Greater clarity of the emergency relief and support services provided within the six functional domains.
- Greater clarity of Communities role in supporting Disaster Victim Identification services in respect to a major emergency.

- Greater clarity of Communities role as the State agency responsible for leading the social domain in the recovery phase of an emergency.

Please review your internal emergency management documents to reflect new terminology used within the Plan.

Local Emergency Management Committee Handbook

The LEMC handbook provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.

The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the [SEMC website](#).

• CONSULTATION REQUESTS

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

State Hazard Plan – Crash Emergency

The State Hazard Plan - Crash Emergency provides an overview of arrangements for the management of crash emergencies in Western Australia. The DFES State EM Policy Branch, on behalf of the SEMC (the responsible agency for the development and review of the State Hazard Plan Crash) is progressing with the periodical comprehensive review of the Plan on behalf of the three Hazard Management Agencies. The Hazard Management Agencies for crash emergencies are:

- Commissioner of Police (air crash and road crash)
- Arc Infrastructure Pty Ltd (Arc Infrastructure) (rail crash on Arc Infrastructure network)
- Public Transport Authority (PTA), (rail crash on PTA network).

The Head of Operations and Customer Management (Arc Infrastructure) and Managing Director (PTA) are the responsible for ensuring that emergency management is carried out on behalf of the respective agencies.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions, queries or comments you have in relation to this Plan.

Please submit your feedback by COB 24 November 2023.

Philanthropic Engagement Framework for Emergency Management

Emergency events are becoming increasingly severe and frequent, being driven in part by a changing climate. In response, there is growing acknowledgement that the effective and efficient management of emergencies across the emergency management spectrum (prevention, preparedness, response, and recovery [PPRR]) requires a whole-of-society approach.

Philanthropic and private organisations have the potential to enhance State and local emergency management capabilities and capacities through the provision of resources, people, and expertise. The

growing importance and prominence of philanthropy in emergency management is also reflected at a Commonwealth level through efforts to further enhance and formalise arrangements between government and private/philanthropic actors.

The State Emergency Management Committee (SEMC) is leading the design of a holistic approach to emergency management, with strategic emphasis on prevention and preparedness. The SEMC acknowledges the important role of philanthropic and private organisations in emergency management, and the need to work collaboratively with these sectors.

The Philanthropic Engagement Framework for Emergency Management provides guidance on the key issues to be considered when determining appropriate governance arrangements for public-private partnerships for emergency management across PPRR and will support increased collaboration between public and private sectors for an effective and efficient emergency management system.

Please submit your feedback by COB 8 December 2023.

- **DISTRICT NEWS**

The last meeting of the **District Emergency Management Committee (DEMC)** was held on Tuesday 10 October 2023. The next meeting of the DEMC will be held on Tuesday 19 March 2024.

- **LOCAL NEWS**

Local Emergency Management Arrangements

A copy of the Local Emergency Management Arrangements – Status Report is attached. Please check the due date for the five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

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.

Disaster Ready Fund

The Department of Fire and Emergency Services (DFES) is inviting [Expressions of Interest \(EOIs\)](#) from government and non-government organisations who have projects that will build resilience in the Western Australian community and prepare for future natural hazard impacts.

If you would like to share in \$200 million of emergency management grant funding for a project or initiative that will make WA more resilient to disasters and will deliver benefits to your community, submit your [EOI](#) by 15 November 2023.

Submit your EOI [here](#).

DRF Round Two is expected to open for applications in early 2024. Further information on the timeframes, Guidelines and application process will be made available once the Australian Government announces Round 2.

Information on funding opportunities can be found [here](#).

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

Telecommunications Disaster Resilience Innovation Program

Applications are now open for projects that improve the resilience of telecommunications network during natural disasters, particularly in rural, regional, remote and First Nations communities. The new \$50 million [Telecommunications Disaster Resilience Innovation \(TDRI\) program](#) will accelerate the development and deployment of new and innovative solutions to address communications issues during natural disasters. If you have any questions, please email TDRI@communications.gov.au. Questions should be sent **no later than 14 days prior to the closing date** for grant applications.

Applications under the Power Resilience Round and the Innovation Round of the TDRI program are open until **5pm AEDT Friday 17 November 2023**.

For more information on how to apply, including the Grant Opportunity Guidelines and Application Packs for the Power Resilience Round (GO6402) and the Innovation Round (GO6403), please visit [GrantConnect](#).

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department).

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9.2.3 Department of Fire & Emergency Services – Mr Brian Penman

Mr Brian Penman has provided the following report:

- **STAFFING**
 - District Officer Brian Penman will be covering John Carter until February 2024. Contact 0457 872 938 or Brian.Penman@dfes.wa.gov.au
 - Erin Hutchins permanent appointment to DFES District Emergency Management Adviser.
- **CLIMATE OUTLOOK**
 - The long-range forecast for Australia indicates warmer than average conditions are likely across most of Australia from November to January and below median rainfall for much of western, northern and southern Australia.
 - Lower than average rainfall and higher than average temperatures has resulted in early fuel curing and soil moisture dryness in South West region. This has resulted in earlier than normal updating of the curing index on the Australian Fire Danger Rating System (AFDRS) Fuel State Editor by DFES. This information influences and correspondingly increases the Fire Behaviour Index.
 - Local Government Areas are bringing forward the Restricted Burning Period because of the increase in adverse fire conditions.
 - DFES has bought forward aircraft contracts for some of the State Aerial Firefighting Fleet to commence 25 October.
- **DFES SW REGION BUSHFIRE SEASON PREPARATION**

Kemerton Bushfire Exercise

Bushfire Exercise conducted 19 October. The scenario was based on a fire originating near the Kemerton Industrial Area.

South West Health Campus Bushfire Exercise

A bushfire exercise was conducted with the SW Health Campus on the 11 October. The aim was to practice the SWHC response to bushfire and coordination with DFES.

Pre-Season Bushfire Briefing

The South West Regional pre-season bushfire briefing for Volunteer Bushfire and Volunteer Fire and Rescue leaders will be held at the Bunbury Regional Entertainment Centre 1700-2100 hrs 10th November 2023.

Inter-Agency Forum

DFES South West and Lower South West will be holding an inter-agency forum with WA Police and DBCA to discuss preparations for the coming bushfire season on the 16th November at the Sanctuary Golf Resort.

Discussion:

Mr Brian Penman advised that he is covering for Mr John Carter until February, and this could be longer. Mrs Erin Hutchins has been permanently employed to DFES.

Main key points:

- *DFES are well ahead of the drying conditions, as the Shire of Dardanup has bought forward restricted burning periods, DFES are bringing forward their high threat period starting either next week or 23rd of November. DFES have put more people on call and more procedures in place.*

Mrs Erin Hutchins raised there have already been significant fires and with this and the changes happening internally in the Shire of Dardanup it was asked who would be taking the place of Emergency Coordinator once Stephen leaves in December, so that DFES know who to contact. - DFES to be updated once a new Coordinator is announced and an email will be sent out updating the committee of this.

9.2.4 Department of Communities – Ms Roma Boucher

Ms Roma Boucher provided the following report which was tabled at the meeting:

- **Review of the State Support Plan** - The draft State Support Plan – Emergency Relief and Support has been endorsed by the State Emergency Management Committee (SEMC) Response Policy Sub-Committee and will be presented to the SEMC for approval on 4 October 2023. Communities is preparing minor consequential changes to the Local Emergency Welfare Plans.
- **Capability Audit** – Communities procured Nous Group to conduct an audit of Western Australia’s emergency relief and support capability. Nous has completed consultation with partner agencies and is finalising the audit report
- **Disaster Victim Identification (DVI)/Mass Fatality** – Communities is engaging with WAPOL and the State Coroner’s Office to strengthen its response to a potential major emergency where mass DVI processes are required.
- **Change Management** - On 21 August 2023, Communities commenced a change process to establish a permanent structure to deliver the Emergency Relief and Support (ERS) function under an enhanced service delivery model.
- **Partners Strategy**- To coincide with the change management process, Communities is exploring new ways to engage with partners. From October, Communities will trial a series of monthly workshops, information circulars and desktop exercises with state partners.

Response to the Kimberley Floods

- Communities continues to provide emergency relief and support services to Fitzroy Valley residents impacted by the Kimberley Floods.
- As of 20 September 2023:
 - 87 people are in Phase 1 Temporary Accommodation across the Fitzroy Valley: including Humanihuts on Country at Bungardi and Tarunda Caravan Park and in the Derby Hostel.
 - From 11 January 2023 until 20 September 23, Communities has responded to a total of 2,090 calls for assistance.
 - 92 Category 3 Assistance applications have been initiated.
- Communities has undertaken planning and preparedness activities in the Kimberley Region ahead of the upcoming wet season. Key activities are integrated into the DFES Wet Season Regional Preparedness Strategy and support the Shire of Derby West Kimberley Resilience and Planning Committee activities.

Discussion:

Mrs Roma Butcher spoke to the report. She advised that Out of the State support plan a template will come for local support plan.

Mrs Erin Hutchins added that when you update local emergency management arrangements, no requirement to go through District and State, changes can be made internally now.

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

- **Declared incidents** which DPIRD is managing:
 - Eight (8) declared level 1 and 2 incidents in relation to plant pests/diseases and aquatic pests/diseases
 - Nil animal pest/disease incidents

- **Red Dwarf Honey Bee**

DPIRD is investigating the detection of the exotic pest red dwarf honey bee (*Apis florea*) discovered on the Burrup Peninsula near Karratha. Red dwarf honey bees are known to be a vector for numerous exotic bee pests, including brood diseases, internal and external mites, and bee viruses.

The department is calling on the State's beekeepers and land managers to monitor their area for any unusual bees or nests.

Quarantine Area

A Quarantine Area (QA) has been declared for the Burrup Peninsula in the Pilbara to support a biosecurity response to eradicate Red dwarf honey bee. Bee keepers with hives, equipment or those who have collected swarms on the peninsula are not permitted to move them outside the Quarantine Area to prevent the pest from spreading.

Affected bee keepers are asked to contact DPIRD's Pest and Disease Information Service (PaDIS) to advise of hives in the area. Workers, residents, businesses and visitors to the Quarantine Area are required to report observations of unusual bees to the PaDIS hotline or via the department's MyPestGuide® Reporter app to support surveillance.

Impact

Red dwarf honey bees are social bees which live in colonies of at least 3,000 insects. They migrate, swarm, and abscond readily, making them a major threat for exotic incursions and to the Australian environment.

One of the major risks for Australia is that red dwarf honey bee (*Apis florea*) is host to a range of bee brood diseases, parasites, and viruses that may impact European honey bees.

The red dwarf honey bee can carry *Euvarroa* mite (*Euvarroa sinhai*) a close relatives to the destructive *Varroa* mites. The species can also carry *Tropilaelaps* mites (*Tropilaelaps clareae*) which is a known pest of European honey bees.

Red dwarf honey bees may also compete with other bees for floral resources.

What to look for:

Red dwarf honey bees are characterised by their external nesting habits. Their nest is made up of an exposed single horizontal comb less than 25 centimetres wide that is built around and attached to tree branches or other support, including buildings and shipping containers.

The pest is easily distinguished from European honey bees by their small size in comparison to the European honey bee, being just 7-10 millimetres in length. They have a red/brown abdomen with black and white bands

Look for unusual bees that look smaller than European honey bees or colonies with exposed combs.



- +61 (0)8 9368 3080
- padis@dpird.wa.gov.au

MyPestGuide®

- [MyPestGuide® Reporter app](#)
- mypestguide.agric.wa.gov.au

• Queensland Fruit Fly

DPIRD is working to stop the spread of the significant invasive pest, Queensland fruit fly (Qfly), after a confirmed detection in Bayswater.

A Quarantine Area has now been declared and covers a 15km radius around the suburbs of Bayswater and Belmont.

Qfly is one of the most serious pests of fruit and vegetables in Australia, attacking over 300 species of fruit and vegetables and impacting a range of horticulture industries and access to valuable markets, a full host list can be found to the right of this page.

Quarantine Area

The Quarantine Area covers a 15kms radius from the Qfly detection points and includes Perth, Belmont, Gosnells, Kalamunda, Vincent, Joondalup, Swan, Wanneroo, Melville, Canning, Bayswater, South Perth, Subiaco, Stirling, Nedlands, Bassendean, Belmont, Claremont, Victoria Park, Cambridge and Mundaring.

The QA is divided into two main zones: the Corrective Action Zone which is the 1.5 km area surrounding each detection point and the Export Assurance Zone covers the area in a 15 km radius from the detection point - the area of the QA that is not part of the Corrective Action.

The full Quarantine Area Notice can be accessed at: <https://www.agric.wa.gov.au/plant-biosecurity/biosecurity-alerts-queensland-fruit-fly-updates>

Link to video with Qfly eradication response Bayswater: [Advice for residents living within the Qfly Corrective Action Zone | Agriculture and Food](#)

The QA is divided into two main zones: the **Corrective Action Zone** and the **Export Assurance Zone**.

Corrective Action Zone

The Corrective Action Zone is the 1.5 km area surrounding each detection point.

Residents located within this zone are required to comply with the following QA requirements:

- Qfly host fruit cannot be removed from or moved within any part of the Corrective Action Zone, unless treated (e.g. cooked, frozen, solarised or processed).
- Host trees/plants can be moved if all fruit has been stripped, treated and disposed of correctly prior to movement.
- All ripe or ripening host fruit on plants or trees must be picked every three days. There should be no host fruit on the ground.
- Fruit can be eaten (immediately store in the fridge), or must be treated, bagged and binned in residential general waste bins, not green waste or compost bins.
- Residents must provide DPRID personnel access to their premises to inspect and bait host plants, place lures and check for compliance up to twice a week, until further notice.

Export Assurance Zone

The Export Assurance Zone covers the area in a 15 km radius from the detection point - the area of the QA that is not part of the Corrective Action Zone. The area will act as a buffer zone to further prevent further spread of the pest.

The requirements for the management of Qfly host fruit for this area are less stringent but commercially grown Qfly host fruit cannot move either within the QA or outside the QA unless it is treated.

Advice for residents living within the Qfly Correction Action Zone: [Advice for residents living within the Qfly Corrective Action Zone | Agriculture and Food](#)

Advice for Growers in Qfly Export Assurance Zone: [Advice for Growers in Qfly Export Assurance Zone | Agriculture and Food](#)

Further information is available at: [Queensland fruit fly \(Qfly\) updates | Agriculture and Food](#)

- **Didemnum Vexillum (Carpet Sea Squirt)**

Didemnum vexillum (Carpet sea squirt) has been detected in Western Australia (WA) for the first time.

Carpet sea squirt (CSS) is a highly invasive marine invertebrate animal that can overgrow and smother native species. It can overgrow rocks, shellfish, sea sponges and man-made structures such as wharves, jetty pylons, pontoons, buoys and vessels.

A level 2 incident was declared on 25 January 2023 in response to the detection of CSS in WA.

On 17 March 2023 a Quarantine Area Notice was put in place for the waters adjacent to the Australian Marine Complex Common User Facility at Henderson South.

The aim of the QAN is to:

- Manage the movement of vessels into the QA to minimise the spread of the pest.
- Strengthen the requirements for biofouling inspections and treatments for vessels that regularly operate in the Quarantine Area or have been in the Quarantine Area for a period of six days or more.

CSS has the potential to impact oyster and mussel aquaculture, marine environments, dive tourism industries as well as increasing maintenance costs for commercial and recreational vessels.

The aquatic pest has been detected in two locations in WA; Garden Island and at a marine facility in Henderson. The detection at Garden Island was the first confirmed detection in Australia.

[Biosecurity alerts: Carpet sea squirt | Agriculture and Food](#)

- **Polyphagous shot-hole borer**

Polyphagous shot-hole borer (PSHB) *Euwallacea fornicatus* is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.

DPIRD continues to respond to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area. Response activities include:

- Conducting surveillance to determine the distribution of PSHB
- Containing the pest to prevent further spread to non-infested regions within Western Australia
- Providing advice and information to residents, industry and other stakeholders
- Ensuring that all response activities are conducted safely, consistently and efficiently

To stop the spread, a Quarantine Area Notice (QAN) is in place to support the Department of Primary Industries and Regional Development's ongoing surveillance program to determine the spread of the pest.

The Quarantine Area covers 25 local government areas. The new areas added to the expanded QAN on 21 March 2023 are:

- Beckenham, Canning Vale, Huntingdale, Kenwick, Langford, Maddington and Thornlie in the City of Gosnells
- Duncraig, Greenwood, Marmion, Sorrento and Warwick in the City of Joondalup
- Alexander Heights, Girrawheen, Koondoola and Marangaroo in the City of Wanneroo
- Ballajura, Beechboro, Bennett Springs, Dayton, Hazelmere, Kiara, Lockridge, Malaga, Middle Swan, Midland, Viveash, West Swan and Woodbridge in the City of Swan
- Forrestfield, High Wycombe, Perth Airport and Wattle Grove in the City of Kalamunda

Link to information about [Polyphagous shot-hole borer | Agriculture and Food](#)

- **State Alerts and Investigations**

DPIRD is investigating one (1) pest/disease.

- **National Alerts and Investigations**

DPIRD, and other state jurisdictions, continue to monitor reported outbreaks of African swine fever, Lumpy skin disease and Foot and mouth disease in other countries.

Information regarding Foot and Mouth Disease prevention is available on the WA Government website: [Foot-and-mouth disease advice for Western Australians \(www.wa.gov.au\)](http://www.wa.gov.au)

Information is also available on the DPRID website:

[Foot-and-mouth disease: prevention and preparedness | Agriculture and Food](#)

Important: There are, currently, no known incidences of these emergency animal diseases in Australia.

- **Emergency Animal Disease Preparedness Included in the 2023-2024 State Budget:**

The WA State government announced \$10.4 Million, in the State Budget, to enhance preparedness for Emergency Animal Disease (EAD).

Key activities include:

- Enhancing EAD preparedness by focussed incident management training, emergency disease exercises and finalising policies and procedures for incident response.
- Enhancing communications with industry and community stakeholders to increase awareness of Emergency Animal Diseases and improve preparedness and likelihood of early disease detection and reporting.
- Building and developing a veterinary reserve and enhancing veterinary student exposure to rural veterinary opportunities.
- Enhancing veterinary capacity
- Enhancing the diagnostic laboratory capability and capacity by upgrading the laboratory information management system, including automation of tasks and enhanced sample tracking and security.

Learning and Development Coordinator (Emergency Animal Disease) – Level 6 Fixed term until 30 June 2027 with the possibility of extension and/or permanency

In line with the State Government's commitment to enhance preparedness for emergency animal diseases, DPIRD is recruiting for the position of Learning and Development Coordinator (Emergency Animal Disease).

This position will:

- Deliver and manage the training and compliance activities across DPIRD's emergency response operations in Western Australia;
- Undertake evaluation and assessment of learning, exercising and induction programs for our specialist and field-related roles that provide support to WA's emergency responses;
- Facilitate the development and evaluation of various programs in relation to the delivery of training needs, training solutions, scheduling;
- Conduct assessments to develop employee skills to meet regulatory and Departmental requirements.

Link to JobsWA: [Learning and Development Coordinator \(Emergency Animal Disease\)\(jobs.wa.gov.au\)](http://jobs.wa.gov.au)

- **Natural Hazards – DPIRD support responsibilities and Disaster Recovery Funding Arrangements WA**

- **Severe Tropical Cyclone Seroja (Disaster Recovery Funding Arrangements WA – DRFAWA)**

Incident details:

11 April 2021: Severe Tropical Cyclone Seroja crossed just south of Kalbarri around 8pm Australian Western Standard Time (AWST).

Impacts at Kalbarri and the nearby town of Northampton were severe with many buildings sustaining significant damage, mostly consisting of lost roofs but other structures were destroyed. Many locations recorded maximum wind gusts greater than 125km/h with the highest being 170km/h from Meanarra Tower near Kalbarri.

DPIRD is managing Disaster Recovery Funding Arrangements WA assistance to primary producers impacted by TC Seroja.

Application details for the Primary Producer Recovery Grants Category B and C as at – 4 September 2023.

DRFA Measures	Submitted Applications	Under Assessment	Approved	Approved \$
Category B	65	17	41	\$876,183.00 (Expended)
Category C	184	53	126	\$2,571,425.89 (Expended)

- **EX-TC Ellie (Kimberley Floods) – January 2023**

DPIRD is providing support to affected communities, in relation to its areas of responsibility, in the recovery from the January flooding in the west Kimberley.

- The State Support Plan – Animal Welfare in Emergencies was formally activated on 9 January 2023 and remained activated until 3 May 2023 to provide support to the local government in relation to the coordination of animal welfare.

Recovery:

- Substantive Wheatbelt Development Commission CEO, Rob Cossart, has been appointed as the State Recovery Coordinator for the Kimberley floods.
- The State recovery structure, across the four recovery environments of Social, Economic, Built and Natural environment, has been formalised with appropriate State Government agencies leading the domains:
 - Social: Department of Communities
 - Economic: DPIRD
 - Built: Department of Treasury and Main Roads WA
 - Natural environment: Department of Environmental and Regulation

DPIRD has appointed liaison officers to sit on the social, built and natural environments State-level domains.

- The Shire of Derby West Kimberley has established its local recovery group and relevant subcommittees which are:
 - Media
 - Getting Home
 - Cadjebut Airport
 - Pastoral
 - Social/Wellbeing

DPIRD has provided a departmental representative on the Shire of Derby West Kimberley's local recovery group and relevant subcommittees.

DPIRD has secured funding for an Industry Recovery Officer to be embedded with the Kimberley Pilbara Cattleman's Association (KPCA).

- Dedicated DPIRD web page for affected primary producers outlining available assistance: [Kimberley flood recovery | Agriculture and Food](#)

Disaster Recovery Funding Arrangements WA (DRFAWA)

Support measures are designed to assist in meeting the needs of primary producers whose assets or primary production business has/have been affected by a disaster for which DRFAWA has been invoked.

Category B - Assistance measures for primary producers may include grants for:

- Professional advice
- Reimbursement of fees (maximum \$1,500) to obtain professional advice directly related to addressing issues arising from the declared natural disaster event
- Freight subsidy (reimbursement)
- Primary producers can claim a maximum of 50% of the costs to the producer of transporting any of the following items as a direct result of a natural disaster:
 - Livestock;
 - Fodder or water for livestock; or
 - Building or fencing equipment or machinery.
 - Fencing (for livestock producers only)
- Primary producers can claim 100% of the costs associated with any of the following:
 - Restoration/replacement of fencing (to pre-disaster standard) where the fencing has been deliberately dismantled or damaged due to counter disaster operations activities undertaken in order to combat the eligible natural disaster event; and/or
 - Reimbursement of the costs of materials only (to pre-disaster standard) to repair/replace boundary fencing damaged/lost as a direct result of the eligible natural disaster event. The measure is only available where the fencing adjoins a major road/rail transport corridor and where the roaming of livestock may present a danger to the travelling public (i.e., the aim being to preserve public safety).

The applicant must demonstrate to DPIRD's satisfaction that, at the time of the natural disaster event, the property was being used to hold or agist livestock.

- Expression of interest for interest subsidy on a new loan to recover
- An interest rate subsidy may be available to primary producers for new loans:
 - To repair/replace assets lost or damaged / repair damage caused by the natural disaster event
 - For carry on purposes to implement the next season's production program
 - Or to replace livestock lost in the disaster for which the assistance measures under the DRFAWA have been activated

Link to further information regarding available funding and relevant conditions:

<https://www.agric.wa.gov.au/emergency-response/disaster-recovery-funding-arrangements>

Category D – Exceptional circumstances:

Freight Assistance Program

- Purposes: The Commonwealth and WA State Government jointly funded Freight Subsidy Program is to assist with the ongoing exceptional freight requirements for businesses impacted by ex Tropical Cyclone Ellie (DRFA AGRN1044).
- Eligible applicants: Businesses located in, or delivering to, the four (4) DRFAWA activated local government districts which are the Shire of Broome, Shire of Derby West Kimberley, Shire of Halls Creek and the Shire of Wyndham East Kimberley
- Funding duration: All claims must be submitted no later than two (2) months after a suitable road connection is re-established. Claims may be backdated for all freight movement that

occurred on, or after, 1 January 2023

- DPIRD is the designated delivery agency for this funding

FAQs including details of eligibility: [Publications \(dfes.wa.gov.au\)](https://www.dfes.wa.gov.au)

Applications received (as at 4 September 2023):

DRFA Measures	Submitted Applications	Under Assessment	Approved	Approved \$
Category B (AGRN 1044 – EX TC Ellie)	4	0	3	\$49,875.70 (ex GST)
Category D (AGRN 1044 – EX TC Ellie & AGRN 1059 – TC Ilsa)	214	7	195	\$4,286,504.04 (ex GST)

- **Severe Tropical Cyclone Ilsa – 9 April**

Incident details:

Severe Tropical Cyclone Ilsa crossed the east Pilbara coast as a category 5 cyclone just before midnight on Thursday, 13 April 2023.

Incident impacts have included:

- Destruction of Pardoo Roadhouse
- Damage/losses on pastoral stations

Local government districts subject to DRFAWA proclamation: Shire of Broome, Shire of East Pilbara and Town of Port Hedland

Disaster Recovery Funding Arrangements WA

Category B: Assistance measures for primary producers may include grants for:

- Interest rate subsidy may be available to primary producers for new loans to repair/replace assets that have been damaged or destroyed
- Freight subsidy - reimbursement (livestock, fodder or water for livestock and building or fencing or machinery)
- Fencing subsidy (where fencing adjoins a major road/rail transport corridor)

Applications received (as at 7 August 2023):

(Shire of Broome, Town of Port Hedland and Shire of East Pilbara)

DRFA Measures	Submitted Applications	Under Assessment	Approved	Approved \$
Category B (AGRN 1059 – TC Ilsa)	1	1	0	Nil

Category D – Primary Producer Grants

Grants of up to \$75,000 are available to assist pastoralists with out-of-pocket clean-up and reinstatement costs incurred as a direct result of the flooding associated with Ex TC Ellie and TC Ilsa. The grant covers activities such as the removal and disposal of debris, damaged infrastructure and equipment, deceased livestock; salvaging crops; and repairing damaged infrastructure and equipment.

Note: Cat D for TC Ilsa is being administered under AGRN1044 and expenditure is included in Category D noted in the section relating to Ex TC Ellie (Kimberley floods).

- **DPIRD Staff Emergency Management Training**

Biosecurity Emergency Response Training Australia:

Relevant DPIRD staff are currently completing the Certificate IV in Public Safety (Biosecurity Emergency Response Leadership).

DPIRD emergency management workshop:

The DPIRD Incident and Emergency Management Branch will be delivering emergency response training to its first response teams, and District and Local Emergency Management Committee representatives in their operational role as an Incident Support Group (ISG) and/or Operational Area Support Group (OASG).

Sessions include:

- FRT activation, functional roles and responsibilities
- Role of the District and Local Emergency Management Committee representatives as ISG/OASG liaison officer
- An overview of DPIRD's animal welfare in emergencies role and responsibilities
- Use of DPIRD information and mapping systems during incidents and emergencies
- Hybrid desktop/functional emergency management exercise.

- **Animal Health Australia and Plant Health Australia online training:**

DPIRD staff are encouraged to undertake suitable online training which is available on the Animal Health Australia (AHA) and Plant Health Australia (PHA) websites.

Links to AHA and PHA:

[Home - Animal Health Australia](#)

[Plant Health Australia](#)

- **DPIRD preparedness for the 2023-2024 natural hazards heightened threat period**

Please see attached for more information (Appendix LEMC 9.2.5 A)

- **DPIRD's role in emergency management**

DPIRD plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery. Link to State Hazard Plan – Animal and Plant Biosecurity: State Hazard Plan Animal and Plant Biosecurity (www.wa.gov.au)
- Provision of support to other HMAs by:
 - coordinating animal welfare for other hazard emergencies including during bushfires, cyclones and floods;
 - contributing to the Controlling Agency's impact statement in relation to impacts to primary producers, and other economic impacts through its regional development commissions across the state

- managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding
- providing professional expertise to primary industry producers and small business in a regional context.

- **Animal Welfare in Emergencies**

Local governments are encouraged to develop a plan for animal welfare in emergencies (PAWE) which forms part of the local emergency management arrangements (LEMA).

Discussion:

- *Mr Stevens advised that a lot of these incidents are outside of our zone and are only for information purposes. Reinforcing DPIRDs role regarding natural hazards.*

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

Note: The following information was forwarded via email and was tabled at the meeting (Mr Allan Madgwick was unable to be in attendance due to fire deployments and district fire events currently underway):

- Due to extremely early drying and warmth only 5000ha approx. done for Spring burning(usually 15-25000)
- 28 fires in the district to date
- Recent fires in Perth Hills district took ¾ of the district fire response and is ongoing
- 4th warmest cool period on record
- Driest October on record and one of the driest winter periods for the Collie area and east of the district.

9.2.7 WA Country Health Service – Ms Leigh Hall

None

9.2.8 Main Roads WA – Mr Dave Smith

None

9.2.9 Department of Transport – Mr Peter Westgate

None

9.2.10 Water Corporation – Mr Steve Collins

Mr Steve Collins advised that there was nothing to report, and that they have everything prepared and under way for summer fires.

9.2.11 Western Power – Mr Scott Fitzgerald

None

9.2.12 Aqwest – Ms Claire Anderson

None

9.2.13 St John Ambulance WA – Mr Charles Wilkes

None

9.2.14 Telstra – Ms Debra Leverington

None

9.2.15 Atco Gas – Mr Mick Sheaf

None

9.2.16 Moore Road Emergency Response Group – Mr Graeme Offer

Mr Graeme Offer advised that he had nothing to report and that the drill they had planned has been postponed until after the fire season.

9.2.17 Harvey Water – Mr Cameron Norris

Nothing to report.

10 MATTERS BEHIND CLOSED DOORS

None.

11 CLOSURE OF MEETING

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

There being no further business the Chairperson declared the meeting closed at 10:13am.