



Local Emergency Management Committee Minutes

31 October 2023

CITY OF BUSSELTONMINUTES FOR THE LEMC MEETING TO BE HELD ON 31 OCTOBER 2023

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CITY OF BUSSELTONAGENDA FOR THE LEMC MEETING TO BE HELD ON 31 OCTOBER 2023

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1. **DECLARATION OF OPENING, ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS**

The Presiding Member opened the meeting at 02:00 pm.

The Presiding Member noted the meeting is held on the lands of the Wadandi people and acknowledged them as Traditional Owners, paying respect to their Elders, past and present and Aboriginal Elders of other communities who may be present.

2. **ATTENDANCE AND APOLOGIES**

Phill Cronin	City of Busselton, Mayor
Anne Ryan	City of Busselton, Deputy Mayor
Matt du Plessis	City of Busselton, Department of Fire & Emergency Services
Kim Nolan	City of Busselton, Senior Health
Rachel Runco	City of Busselton, Manager Community Safety
Jennifer May	City of Busselton, Manager Airport
Dave Goodwin	City of Busselton, Manager Community & Recreation
Adrian Fisher	City of Busselton, Recreation & Community Development Coordinator
Neil McKay	City of Busselton, Mitigation Officer
Tanya Simpson	City of Busselton, Ranger and Emergency Services Admin Officer
Nathan Hall	DFES, District Officer EM
Erin Hutchins	DFES, District Emergency Management Advisor – South West
Brad Walder	WAPOL, Dunsborough
Paul Bartlam	WAPOL, Busselton
James Bradley	WAPOL, Busselton
Roma Boucher	Department of Communities, District Emergency Services Officer
Craig Thornton	Western Power,
Luke Fowles	St John Ambulance, Community Paramedic
Daniel Anderson	WA Country Health Services, Coordinator of Nursing & Midwifery
Keith Mungham	Busselton Water, Technical Officer Asset & Risk Management
Steve McGuire	Busselton Water, Health, Safety & Environmental Coordinator
Dom Trombetta	Baptist Care, William Carey Court, Business Manager
Josh Jackson	Water Corporation (via Teams)
Deborah Symonds	Busselton Jetty, WHS Manager

Apologies

Peter Thomas, DFES

Jon Adams, Dunsborough Police

Dion Spurgeon, City of Busselton

3. DISCLOSURES OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

Confirmation of Minutes from meeting held **2 May 2023**

Moved: James Bradley, WAPOL

Seconded: Steve McGuire, Busselton Water

Note: Cr Anne Ryan opposed passing of the minutes as she wasn't in attendance at this meeting.

5. BUSINESS ARISING

Department of Communities circulated Local Emergency Welfare Plan to LEMC members.

Tabled and accepted by the Committee.

6. PRESENTATION

6.1 No Presentation Scheduled

7. OFFICER/AGENCY REPORTS

7.1 City of Busselton, LEMC Executive Officer, – Attachment 1

7.2 Department of Primary Industries & Regional Development, Shane Bryant – Attachment 2

7.3 Department of Fire and Emergency Services, Peter Thomas – Attachment 3

7.4 City of Busselton, Manager Airport, Jennifer May – Attachment 4

7.5 Department of Fire & Emergency Services, Erin Hutchins – Attachment 5

7.6 Department of Communities, Sharon Austin/Roma Boucher– Attachment 6

7.7 Water Corporation, Josh Jackson – Attachment 7

7.8 WA Country Health Service, Daniel Anderson – Attachment 8

7.9 St John Ambulance, Luke Fowles – Attachment 9

7.10 Western Power, Craig Thornton – Provided a brief on Bushfire Preparedness at Vasse depot.

7.11 Department of Water, Keith Mungham – Attachment 11

7.12 Other Agency Reports

- Busselton Jetty – CEO, Lisa Shreeve
- DFES – District Officer Emergency Management, Nathan Hall
- DFES – State Emergency Service, Des Austin
- WAPOL – OIC Busselton, Snr Sgt James Bradley
- WAPOL – OIC Dunsborough, Sgt Jon Adams
- Any other agencies?

8. MATTERS OF URGENCY

Nil

9. UPCOMING EVENTS

DATES AND TIMES	EVENT	LOCATION	ATTENDANCE
NOVEMBER 2023			
Fri 03/11/2023 3pm – 10pm - Sat 04/11/2023 9am – 5pm	Busselton Show	Churchill Park	10000
Sat 04/11/2023 8.30am – 5.30pm	Eagle Bay Epic Adventure Race	Eagle Bay Brewery (start/finish) Dunsborough Beach (Vincent Street) Meelup Regional Park	2000
Fri 10/11/2023 8.30am – 5pm	Yalambi Spring Jumping Classic	Yalambi Farm	1000
Fri 10/11/2023 various times	Dunsborough Songfest	Lion's Park & various private venues	500
Sat 11/11/2023 6am – 4pm	Geo Bay Swim	Quindalup to Busselton	1500
Sat 11/11/2023 12pm – 5pm	Jazz By The Jetty	Foreshore Stage & Amphitheatre	1700
Sun 12/11/2023 7am – 4pm	Cruise Ship – Coral Princess	Busselton Jetty	1970 passengers 900 crew
Sun 12/11/2023 12pm – 3pm	Vasse Community Open Day	Dawson Estate Nature Playground	500
Sun 12/11/2023 8am – 12pm	Radiance Festival and Big Pram Walk	Signal Park	500
Fri 17/11/2023 4.30pm – 8.30pm	CommUNITY	Naturaliste Terrace between Dunn Bay Rd and Cyrillelan Way	1500
Mon 20/11/2023 – Thurs 23/11/2023 7pm – 1am	Leavers Entertainment Zone	Vasse Yallingup Siding Road	10000
Wed 22/11/2023 10am – 4pm	Don't Drink & Drown Meelup Beach Leavers Party	Meelup Beach	4500

10. DESKTOP EXERCISE – BUSHFIRE Scenario

An inter-agency desktop exercise for a Fire Scenario in Dunsborough was completed.

11. CLOSURE AND NEXT MEETING

Meeting closed at: 4:00pm

Next meeting: 07 May 2024

Attachment 7.1 LEMC Executive Officer**Agency:** City of Busselton**Officer Representing:** Matt du Plessis**1. Correspondence**

All relevant correspondence and information regarding emergency management legislation, policies and other information is provided to LEMC members in a timely manner. Since the last meeting the following was distributed to members:

- 8 May 2023: email from DFES DEMA providing follow up information (from May LEMC desktop exercise) with regard to DRFAWA funding
- 16 May 2023: email from CoB on behalf of DoC DESO SW with updated copy of the Local Emergency Welfare Plan, Appendix 5 of the LEMA) (a further updated copy to be tabled at this meeting for LEMC endorsement)
- 19 May 2023: email from CoB with unconfirmed LEMC meeting Minutes of 2 May 2023
- 23 May 2023: email from DFES DEMA – consultation request State Hazard Plan Severe Weather
- 30 May 2023: email from CoB to LEMC members with updated Contacts Directory (LEMA Appendix 4) attached
- 30 May 2023: email from DFES DEMA – consultation request Emergency Risk Management Planning
- 30 May 2023: email from DFES DEMA – amendments to suite of Emergency Management Documents (State EM Policy 5.12 and State EM Plan – Funding Arrangements for Emergency Response; removal of State EM Policy and State EM Plan Appendix AA – COVID-19 Recovery)
- 31 May 2023: email from CoB to LEMC members with Events List for June 2023 attached
- 1 June 2023: email from WALGA, Draft LEMA Improvement Plan Testing with Local Government Outcomes Report
- 3 June 2023: email from COB to LEMC members with draft LEMC Annual Report attached (members invited to make comments)
- 27 June 2023: email from WALGA, Emergency Management News June 2023
- 19 July 2023: email from WALGA, LEMC and DEMC Review Focus Group Consultation
- 1 August 2023: email from CoB to LEMC members with updated Contacts Directory (LEMA Appendix 4) attached
- 10 August 2023: email from WALGA, AWE Excellence Awards
- 16 August 2023: email from DFES DEMA – LEMA Improvement Plan endorsement by SEMC
- 24 August 2023: email from WALGA, Emergency Management News August 2023
- 30 August 2023: email from CoB to LEMC members with Events List for September 2023 attached
- 30 August 2023: email from CoB to LEMC members with updated Contacts Directory (LEMA Appendix 4) attached
- 1 September 2023: email from WALGA – Latest Newsletter from Natural Hazards Research Australia

- 4 September 2023: email from WALGA – advice of Bolstering Australia’s Flood Defences webinar on 7 September 2023
- 19 September 2023: email from CoB – review of the Local Emergency Welfare Plan (LEWP) to be tabled at LEMC meeting on 31 October 2023
- 26 September 2023: email from WALGA – consultation, Philanthropic Engagement Framework for Emergency Management
- 28 September 2023: email from WALGA, Emergency Management News September 2023
- 29 September 2023: email from SEMC – consultation request, State Hazard Plan Crash Emergency
- 2 October 2023: email from DFES – SBAC September 2023 Meeting Communique
- 4 October 2023: email from CoB to LEMC members with Events List for October 2023 attached
- 23 October 2023: email from CoB to LEMC members with updated Contacts Directory (LEMA Appendix 4) attached (changes following the Council election).

2. Confirmation of LEMA Contact Details

Appendix 4 of the LEMA is the Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory. It is reviewed and updated on a quarterly basis and distributed accordingly.

Since the last LEMC meeting the Contacts Directory was updated and distributed in:

- June 2023
- September 2023
- October 2023 (following the Council election).

3. Incident Support Group (ISG) Activations

There were no ISG activations since our last meeting.

4. LEMC Annual Report 2022/2023

- In accordance with Sections 33 and 40 of the Emergency Management Act 2005, LEMCs are required to submit an annual report on activities undertaken by it during the financial year
- The report is presented to the DEMC who in turn, report annually to the SEMC
- The Annual Report was submitted on & June 2023.

5. Future Meeting Dates

Future meeting dates are as follows:

- 7 May 2024
- 29 October 2024
- 6 May 2025
- 28 October 2025.

Attachment 7.2 District Emergency Management Advisor – South West

Agency: Department of Primary Industries and Regional Development

Officer Representing: Shane Bryant

As per attached agency reports prepared by DPIRDs Incident and Emergency Management Team:

- **DPIRD LEMC and DEMC report – September 2023**
- **DPIRD Preparedness for the 2023-2024 Natural Hazards Heightened Threat Period**

Attachment 7.3 District Officer Capes LSW

Agency: Department of Fire and Emergency Services

Officer Representing: Peter Thomas

- **WAFES Conference**

The 2023 WAFES Conference kicks off on Friday 8 September at Crown Perth.

The theme for this year's conference, Working Together to Make a Difference, underscores the significance of collaboration across all levels, services, and agencies to positively impact the Western Australian community, featuring keynote speakers such as former Australian cricket coach Justin Langer AM and international humanitarian lawyer Rabia Siddique.

Volunteers and DFES staff from across the state will be attending the conference.

- **Lower South West Volunteers Leadership Forum**

DFES LSW held a leaders' forum for volunteers from Fire & Rescue, Fire and Emergency Services and Bush Fire Brigades. The forum was conducted in Nannup over 1 day covering the following topics,

- o Improve knowledge on aircraft used in emergency services.
- o Update on workplace safety
- o Information on standards and integrity
- o Information on fire investigation for both structural and bushfire
- o Improve incident management skills.
- o Understanding of dynamic risk assessment
- o Opportunity to network with leaders from volunteer services across the region.
- o Free health checks from Regional Men's Health, open to all.

- **NATIONALLY CONSISTENT WARNINGS FOR WESTERN AUSTRALIA**

By mid-2024, the (DFES) will join other Australian States and Territories to achieve nationally consistent warnings for bushfire, cyclone, flood, and storm through the implementation of the Australian Warning System (AWS). The DFES Public Information Branch has consulted with internal and external stakeholders to evaluate implementation options for the next phase of the AWS rollout. After careful assessment, it has been decided that the implementation of the second phase will take place after the 2023-2024 High Threat Period. The second phase will include changes to warning levels, colours, and icons for cyclone, flood, and storm. Additionally, warning levels for each of these hazards, including bushfire, will be accompanied by a set of action statements providing the community with clear guidance during an incident.

Attachment 7.4

Agency: City of Busselton

Officer Representing: Jennifer May – Airport Manager

Matters to be discussed: BMRA Update.

The BMRA has seen consistent passenger numbers with Jetstar RPT services and closed charter flights operating during the reporting period.

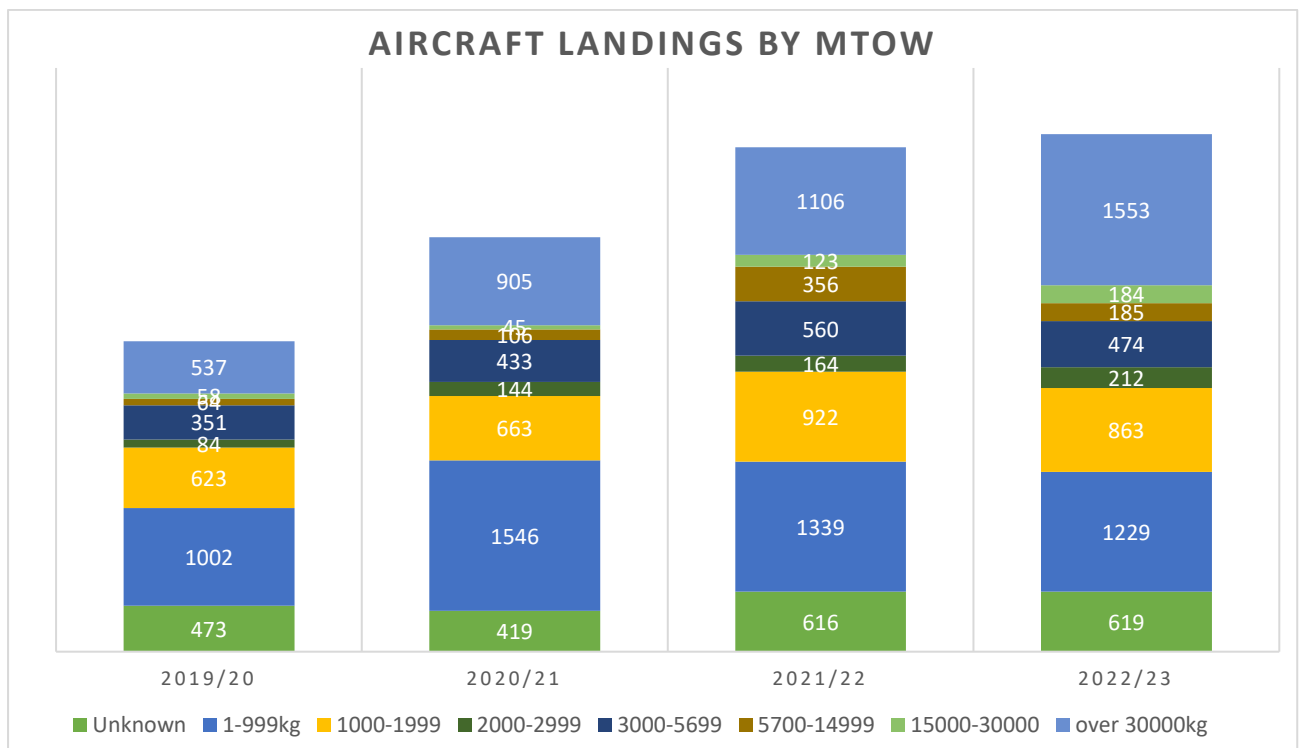
Operations:

The total number of scheduled services operating from the BMRA as of the end of September is 34 movements per week, with 31 Fly in Fly out (FIFO) closed charter and 3 RPT services.

Jetstar will increase the number of Melbourne services to 4 flights per week from November 2023. Five airlines are operating from the BMRA with RPT and closed charter services utilising the following aircraft types;

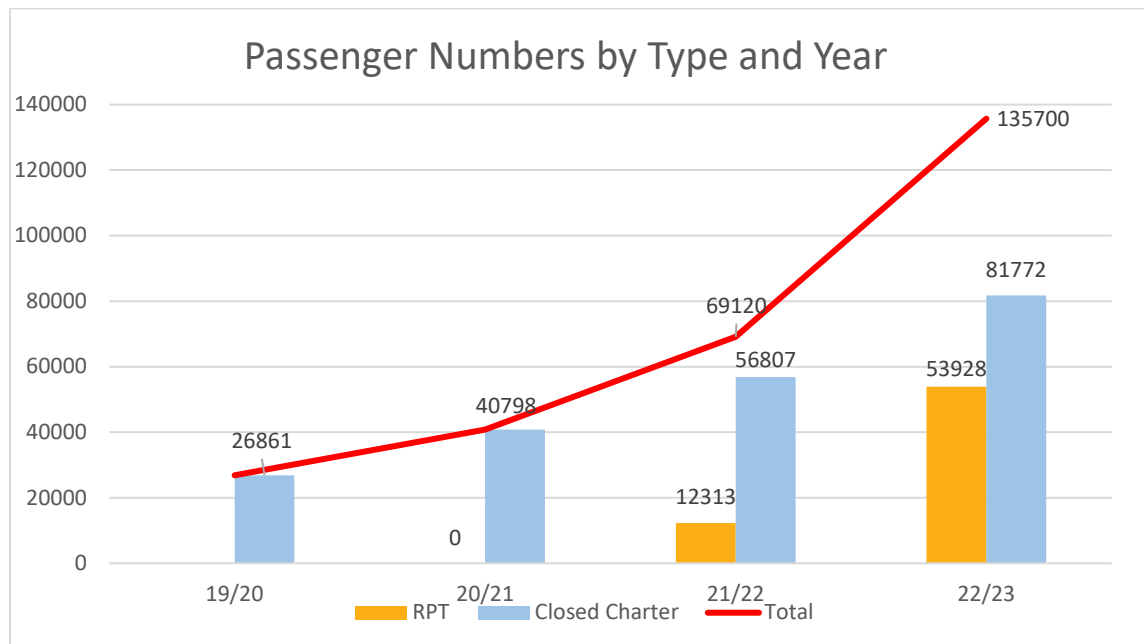
- Dash 8/300
- Fokker100 (96 seats)
- Airbus A320 (183 and 186 seats)
- Boeing 737/700 & B737/800 (138 and 173 seats)

For the 2022/23 FY there was 5319 landings compared to 5186 landings in the 201/22 FY. The following graph represent the breakdown of landings by Maximum Take Off Weight (MTOW) at BMRA by year.



The passenger numbers for the 2022/23 FY was 135,700 compared to 69,120 for the 2021/22, representing an increase of over 196%. The continued increase in passenger numbers can be

attributed to the growth in FIFO passenger numbers across all closed charter airlines and Jetstar RPT services.



Operational & Capital Improvement (Infrastructure) for 2022/23

- Terminal building expansion – departure (sterile lounge) increased by 110 sqm
- Expansion of the public car park (+297 bays)
- Airside passenger pathways / Ground service equipment areas increased
- Staff Offices/ training transportable & Staff shower/toilet facilities installation
- Central Apron bay rationalisation – design and line marking for bays 9-11 – completed
- Central apron edge extension & central apron rationalisation – 4 x Code 4C bays operational
- A second Jetfuel (A1) 110,000L tank installed and operational.

Jet Fuel dispensed for the 2022 calendar year was 2.534m L of Jet (A1) Fuel

Reportable Incidents – 2022/23

- Security incidents reported to CISC - 3 reportable incidents – security equipment failures & secondary screening measures implemented
- Security incidents not reported to CISC – 4 incidents (gates left open; ASICs)
- Bird Strikes – 7 reported ATSB

Operational & Capital Projects for 2023/24

- Aerodrome emergency exercise
- Master Plan 2023
- RFDS relocation project
- General Aviation precinct apron reseal
- Central Apron CCTV
- General Aviation hangars
- Runway strip compliance works.

Attachment 7.5 **District Emergency Management Advisor – South West**
Agency: Department of Fire and Emergency Services

Officer Representing: Erin Hutchins

Matters to be discussed:

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 next meeting of the **District Emergency Management Committee (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.

Attachment 7.6 Acting District Emergency Services Officer – South West**Agency:** Department on Communities**Officer Representing:** Sharon Austin/Roma Boucher**Matters to be discussed: Emergency Relief and Support update**

- **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.
- **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.

Attachment 7.7 Operations Manager Leeuwin**Agency:** Water Corporation**Officer Representing:** Josh Jackson**Matters to be discussed:****Incidents**

We had 3 high rainfall events that tested the designed capability of the VDD over the last 4 months. I am happy to say the Vasse Diversion Drain and associated infrastructure handled the events as planned. No major key learnings gained for improvement.

Current Projects**10 Mile UV upgrade-**

Project completed allowing more peak water delivery during the high consumption periods and during incidents.

General

Tested our CSE rescue and Acid spill recovery at Dunsborough off the back of a project to upgrade some pipework and the back wash recovery unit.

Our Southwest Operations team is meeting today to discuss the planning around this year's fire season. Resource planning, fire mitigation gear, fleet, Gensets and status of our high-risk assets updated.

Fire mitigation works are nearly all done and due for completion next week.

Attachment 7.8 Coordinator of Nursing and Midwifery**Agency:** WACHS South West**Officer Representing:** Daniel Anderson.**Matters to be discussed:**

Bush fire preparedness – site works commenced to reduce risk particularly at Margaret River and Augusta commenced. Augusta prioritised.

Leaver's preparation – work well underway with partner agencies. Disaster Preparedness and Management Unit coordinating the medical response at the Zone. Anticipating 10,000 attendees. WAMAT not attending this year, this support has been a very nice to have but was never an essential requirement to have in attendance. Working closely with Chris Davey as local coordinator.

Attachment 7.9 Community Paramedic Lower South West**Agency:** St John Ambulance**Officer Representing:** Luke Fowles**Matters to be discussed:**

- New to COB LEMC
 - o Luke representing Dunsborough as the Community Paramedic
 - o I also cover Margaret River, Augusta and Nannup
 - I also sit on the LEMC for these area

- Slowly seeing an increase in workload in the Region coming into the busy season.
 - o 3 x HEM jobs in 1 day which coincided with the Yallingup Siding fire also.

- Dunsborough SJA represented at this weekend Emergency Preparedness session
 - o Attended Cape Care High Care discussion with WACHS also on 31/10/23

- Leavers
 - o Prepared for this of the week 20th – 24th November
 - Additional support being received from Perth and surrounding locations

- Margaret River New Paramedics
 - o Station Manager been in place last 6 weeks and preparing for the official start date
 - o All 4 Paramedic Career staff start from the 12/11/23
 - 1 paramedic and 1 Volunteer on the roster at a time.
 - 24hr coverage
 - Additional Volunteer crews will support as required

Attachment 7.11 Asset and Risk Management Officer**Agency:** Busselton Water**Officer Representing:** Keith Mungham**Matters to be discussed:**

Busselton Water has a new Chief Executive Officer; David Hughes-Owens who replaces the retired Managing Director; Chris Elliot.

We acquired a new 220kva CAT diesel power generator that is stationed at our Bore 21 site on Fairway Drive. This is an addition to existing generator assets stationed at Plants 2, 3 & 4 and enhances our ability to continue to produce and supply water during power outages.

Otherwise it is business as usual at BW.