



# City of Busselton

*Geographe Bay*

## **Local Emergency Management Committee Minutes**

**24<sup>th</sup> May 2022**

**City of Busselton, Kaloorup Room, 2 Southern Drive, Busselton  
Tuesday 24<sup>th</sup> May 2022, commencing at 3pm and via Teams.**

**CITY OF BUSSELTON**

**Minutes 24<sup>th</sup> May 2022**

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## CITY OF BUSSELTON

### MEETING NOTICE AND AGENDA – 24<sup>th</sup> May 2022

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**NOTICE** is given that a meeting of the Local Emergency Management Committee will be held at the, City of Busselton, Kaloorup Meeting Room on 24<sup>th</sup> May 2022 commencing at 3pm and via Teams.

The Chair acknowledges that this meeting is held on the lands of the Traditional Custodians the Wadandi people. Respect is paid to Elders, past, present and future. We look to them for the care of this Country.

Your attendance is respectfully requested.

**COUNCILLOR GRANT HENLEY**  
Mayor, City of Busselton

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## **A G E N D A**

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

2. **ATTENDANCE AND APOLOGIES**

Attendance:

Grant Henley	City of Busselton
Ian McDowell	City of Busselton
Blake Moore	City of Busselton/DFES
Rachel Runco	City of Busselton
Jennifer May	City of Busselton
Dave Goodwin	City of Busselton
Adrian Fisher	City of Busselton
Nicholas Cooper	City of Busselton
Tanya Simpson	City of Busselton
Vikram Cheema	Department of Fire and Emergency Services
Peter Thomas	Department of Fire and Emergency Services
Des Austin	Busselton SES
Robbie Fay	WAPOL
James Bradley	WAPOL
Phil Nation	WAPOL
Jo Spadaccini	Department of Communities
David McMillan	Western Power
Josh Jackson	Water Corporation
Emily Lewis	DPIRD
Lisa Schreeve	Busselton Jetty
Deb Holden	City of Busselton
Matt Twyman	City of Busselton
Oliver Darby	City of Busselton

Apologies:

Michele Duxbury

Jodie Omodei

Keith Mungham

Allan Guthrie

Salomi Sharma

Department of Communities

WA Country Health Service – Southwest

Busselton Water

City of Busselton, Chief Fire Control Officer

Department of Fire and Emergency Services

**3. DISCLOSURE OF INTERESTS**

Nil

**4. CONFIRMATION OF MINUTES**

4.1 CONFIRMATION OF MINUTES FROM MEETING HELD 7<sup>th</sup> DECEMBER 2021

Moved: Des Austin

Seconded: Peter Thomas

**BUSINESS ARISING**

Nil

**5. PRESENTATIONS**

People and Communities at Higher Risk presentation by Department of Fire and Emergency Services was postponed due to unavailability of presenter. Presentation attached.

**6. BUSINESS BEFORE THE COMMITTEE**

Nil

**7. OFFICER/DELEGATE REPORT**

Attached to this agenda are the following reports:

A) **Attachment 7.1** – Ranger & Emergency Services Coordinator, Ian McDowell

B) **Attachment 7.2** – Department of Fire and Emergency Services, Vikram Cheema

C) **Attachment 7.3** – Department of Fire and Emergency Services, Peter Thomas

D) **Attachment 7.4** – Department of Communities, Michele Duxbury

E) **Attachment 7.5** - Manager Economic & Business Development Services, Jennifer May

F) **Attachment 7.6** – Department of Primary Industries & Regional Development, Emily Lewis

**8. MATTERS OF URGENCY**

Nil

9. **UPCOMING EVENTS**

**Local Emergency Management Committee Events**

City of Busselton  
June – September 2022

DATE	TIME	EVENT	LOCATION	ATTENDANCE
JUNE				
Sat 04/06/2022 – Sun 05/06/2022	11am – 5pm	Down South MTB Festival	Dunsborough & Districts Country Club	500
Sat 04/06/2022 – Sun 05/06/2022		Busselton Winter Jumping Festival	Busselton Horse and Pony Club	
Sat 25/06/2022 – Sun 26/06/2022	9am Saturday – 5pm Sunday	Capel 200 Trail Bike Rally	1688 Goodwood Rd Capel – Busselton return	400
JULY				
Fri 15/07/2022 - Sun 24/07/2022		Various Venues Busselton, Margaret River	Various	2500
AUGUST				
Wed 24/08/2022 – Sun 28/08/2022		CinefestOZ	Various times	
SEPTEMBER				
Sat 03/09/2022 OR 1/10/2022 TBC		Southern Capes Motorcycle Club	37 Gibb Road Kaloorup	2500
Sat 10/09/2022 – Sun 25/09/2022		Margaret River Region Open Studios	Various Venues	
Sat 24/09/2022	1pm – 11pm	Good Day Sunshine	Barnard Park	8000

**10. DESKTOP EXERCISE**

We conducted a desktop exercise on a Storm Scenario within the City of Busselton. Feedback received from Dave Goodwin, Deb Holden and Matthew Twyman from City of Busselton and Keith Mungham, Busselton Water as attached.

**11. NEXT MEETING**

25<sup>th</sup> October 2022

**12. CLOSURE**

There being no further business, The Chairperson declared the meeting closed at 4.49pm.

## **Attachment 7.1**

## **Report to City of Busselton Local Emergency Management Committee meeting to be held on 24<sup>th</sup> May 2022**

**Agency:** City of Busselton

**Officer Representing:** Ian McDowell – Ranger & Emergency Services Coordinator

### **1. Circulation of Information**

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:

- 15 March 2022: email from DFES DEMA SW – 2021 Emergency Management Capability Summary Report
- 15 March 2022: email from DFES DEMA SW – SEMC consultation documents
  - All Hazards Evacuation Flagging Guideline
  - Traffic Management During Emergencies Guideline
- 19 April 2022: email from WALGA – registrations open for 2022 State Emergency Management Capability webinar
- 29 April 2022: email from Ian McDowell to LEMC members regarding LEMC Desktop Exercise
- 6 May 2022: email from DFES DO EM with desktop exercise scenario

### **2. Local Emergency Management Arrangements Emergency Contacts and Resources Directory (Appendix 4)**

Appendix 4 of the LEMA is the Emergency Contacts and Resource Directory – reviewed quarterly, updated and distributed accordingly.

The directory will be updated following this meeting and distributed to LEMC members with the meeting Minutes. A reminder this is a confidential document and not intended for public distribution.

### **3. LEMA Review**

A five yearly review of the Local Emergency Management Arrangements has commenced. It is anticipated that the Arrangements will be presented to the LEMC for endorsement in October 2022 and to the Council for adoption in November 2022.

### **4. Meeting Dates**

As per a resolution of the LEMC in December 2021, the LEMC shall meet twice each calendar year, in May and October. The following is the proposed meeting schedule (meetings commence at 3:00pm):

- 25 October 2022
- 2 May 2023
- 31 October 2023
- 7 May 2024
- 29 October 2024

## Attachment 7.2

### Report to City of Busselton Local Emergency Management Committee meeting to be held on 24<sup>th</sup> May 2022

**Agency:** Department of Fire and Emergency Services

**Officer Representing:** Vik Cheema, District Emergency Management Advisor

**Matters to be discussed:**

#### District Emergency Management Advisor – Report

##### State

**State Emergency Management Committee** met on 5 May 2022. SEMC Communique is attached to this report.

##### Funding

The State Emergency Management Committee has recently endorsed the following funding opportunities and applications are now open.

All West Australians Reducing Emergencies (AWARE) grant program. Total funding available is \$200,000. Grant opens on 29 April 2020 and closes on 10 June 2022. I would highly encourage all local governments due for the 5 yearly LEMA review in 2022 to apply for the funding if required. Funding could support your internal staff to undertake the review process or if you choose to engage the external contractor.

To access all funding opportunities, criteria and application process currently available, please check out the link at <https://semc.wa.gov.au/funding>

##### District – South West

**COVID-19:** Department of Health (HMA) facilitates regular Operations Area Support Group (OASG) meetings. Additional OASG meetings are held to share time-critical information with the emergency management stakeholders and local government representatives.

**SW DEMC:** Meeting (via MS TEAMS) held on 22 March 2022.

##### Local

- **Annual and Preparedness Report Capability Survey:** Local Emergency Management Committees are required to submit annual reports to the SEMC regarding their emergency management activities. A letter requesting the 2021-2022 annual preparedness report capability survey will be sent to the local governments over the coming weeks. Survey will open 18 April and close on 15 June 2022.
- Copy of the Local Emergency Management Arrangement – Status is attached to this report. Please check the due date for the five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process.



Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12	12	100%		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	Annual review required	3/10/2017	46/2017	3/10/2022
Shire of Boyup Brook	Boyup Brook	Current	3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Bridgetown-Greenbushes	Annual review required	3/10/2017	46/2017	3/10/2022
City of Bunbury	Bunbury	Current	6/03/2020	08/2020	6/03/2025
City of Busselton	Busselton	Annual review required	8/12/2017	63/2017	8/12/2022
Shire of Capel	Capel	Draft to tabled at LEMC	2/08/2016	40/2016	2/08/2021
Shire of Collie	Collie	Annual review required	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Submitted to SEMC	2/08/2016	40/2016	2/08/2021
Shire of Donnybrook-Balingup	Donnybrook-Balingup	Annual review required	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	Annual review required	3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Manjimup	Current	6/03/2020	08/2020	6/03/2025
Shire of Nannup	Nannup	Current	14/08/2020	50/2020	14/08/2025

## Attachment 7.3

## Report to City of Busselton Local Emergency Management Committee meeting to be held on 24<sup>th</sup> May 2022

**Agency:** Department of Fire and Emergency Services

**Officer Representing:** Peter Thomas, District Officer Capes

### **Matters to be discussed:**

- **Covid Restrictions**

With the state easing the Covid restrictions this has rolled out to both our staff and volunteers.

#### **Masks**

The use of Face Masks will no longer be mandatory in indoor venues, such as workplaces. However, Face Masks will still be required when –

- Visiting hospitals, residential aged care, disability services and correctional facilities.
- Using public transport, taxi, or rideshare vehicles.
- At any airport or on any aircraft, including those used for DFES operations.

Under the OSH Act, DFES, as an employer, has the responsibility to provide a safe workplace and therefore staff and volunteers are encouraged to continue to wear Face Masks, especially where physical distancing isn't possible. If you feel at risk, you are encouraged to wear a Face Mask.

#### **Reporting COVID-19 details**

Staff and volunteers are still required to register their positive PCR test or RAT results and Close Contact status with the DFES COVID-19 Call centre and if unwell they are not to attend work or Brigades, Groups, or Units.

- **Training**

Face to Face Training has started back up with courses starting to fill up with new volunteers.

- **DFES Staff**

The region has several new staff that have joined our office,

Area Officer Leeuwin (Capes District) Paul Dennison

Bush Fire Mitigation Officers – Rob Brogan and Tim Hutton

Area Officer Warren Blackwood – Tim Wray a firefighter from Perth will be acting in the role for a minimum of 3 months.

- **International Firefighters Day Memorial**

Wednesday the 4th of May was International Firefighters Day, whereby we remember the firefighters that gave their lives in the line of duty. Two services were conducted in our region, one in Bridgetown and the other in Busselton.

**Attachment 7.4**

**Report to City of Busselton Local Emergency Management Committee meeting to be held on 24<sup>th</sup> May 2022**

**Agency:** Department of Communities

**Officer Representing:** Michele Duxbury, District Emergency Services Officer, South West

**Matters to be discussed:**

Since the Bridgetown/Hester Area Bushfire has been declared an event, Communities has been contacting residents affected and providing recovery to those who can apply for Disaster *Recovery Funding Arrangements – Category 3*.

- Welfare Plans have been updated and are ready for tabling at the LEMC meetings.
- COVID: Communities has been working diligently in providing certain cohorts with accommodation and provisions over the last couple of months.
- Dept of Communities staff from the Emergency Services Unit, including myself, are being deployed at two week stints to NSW to assist in the recovery processes from the recent floodings.

**Attachment 7.5****Report to City of Busselton Local Emergency Management Committee meeting to be held on 24<sup>th</sup> May 2022****Agency:** City of Busselton**Officer Representing:** Jennifer May, Manager Economic and Business Development Services**Matters to be discussed:** Busselton Margaret River Airport Security Update

The BMRA has seen positive growth in aircraft landings and passenger numbers with the commencement of Regular Public Transport (RPT) services, additional closed charter flights operating during the reporting period along with DFES Large Air Tanker and helitac operations, and military aircraft activity.

**Aircraft Movements**

The total number of aircraft landings has steadily increased during the period with some monthly variations mainly due to light and general aviation traffic. The total aircraft landings during the reporting period from 1 July 2021- 31 April 2022 was 8571 compared to 6020 for the same period 2020/21.

The total number of Fly in Fly out (FIFO) closed charter services operating from the BMRA has increased, with 28 flights per week as of 24 May 2022. Currently there are four airlines operating closed charter services from the BMRA utilising the F70, F100, A320 and Dash 8 aircraft and servicing North West destinations such as Boolgeeda, Barimunya, West Angeles, Newman, Roy Hill and Karratha.

RPT services commenced from the BMRA on the 6 April with Jetstar direct services between Melbourne and Busselton. Jetstar operate three flights per week, Mondays, Wednesdays and Saturdays with a scheduled arrival time of 11.40am and departure time of 12.15pm. To date a total of 21 RPT flights have operated from the BMRA.

**Passenger Numbers**

Overall passenger numbers have increased by 43% (45,751) for the reporting period compared to same period for 2020/21 (32,102), which was a 38% increase from 2019/20 (23,205). This can be attributed to increases in FIFO passenger numbers across all closed charter airlines including Virgin Australia Regional Airlines, Alliance Airlines and Network Aviation servicing Rio Tinto, BHP and FMG. The total RPT passengers to date (23 May) arriving and departing from the BMRA is 7200.

**Security**

Security screening under the Aviation Transport Security Act and regulations is performed for all RPT departing passengers. This involves all checked baggage screened through x-ray technology prior to being loaded onto the aircraft and all passengers subject to screening including walk through metal detectors and/or body scanning equipment and passenger carry-on luggage screened via x-ray technology. There have been nil reportable security incidents to date with confiscated items including scissors and pocket knives.

Home Affairs conducted a site inspection on the 20 April 2022, performing a systems test and security audit of the security screening operations at the BMRA. Initial feedback has indicated that there were no reportable security non-compliances however the formal inspection report has not been received by the City as yet.

An operation was carried out by the WA Police, on 27 April 2022 with police officers, canines and search equipment deployed to the BMRA. The operation was performed with minimal disruption to the Airport operations.

#### Emergency Exercise

In accordance with the BMRA Aerodrome Manual and CASA MOS Part 139, a desk top emergency exercise will be held later this calendar year, subject to availability this is likely to held in September/October. A familiarisation visit will also be held at the same time for emergency services to ensure that their staff / teams are familiar with the layout and emergency access points for the aerodrome.

## Attachment 7.6

### Report to City of Busselton Local Emergency Management Committee meeting to be held on 24<sup>th</sup> May 2022

**Agency:** Department of Primary Industries and Regional Development

**Officer Representing:** Emily Lewis, Climate Resilience Program Manager

#### Matters to be discussed:

##### Situation Report:

1. **Declared incidents** – DPIRD is managing:
  - 8 plant pest/disease Level 1 & 2 Incidents
  - 2 animal pest/disease Level 2 Incidents
    - This includes assisting the National response to Japanese Encephalitis (JE)
2. **State alerts and investigations** – DPIRD currently investigating a further 4 pests and diseases.
3. **National alerts & investigations** - DPIRD and other State jurisdictions continue to monitor reported outbreaks of **African Swine Fever** – Republic of Korea, Thailand, Vietnam, China, Indonesia, Malaysia and Philippines and **Lumpy Skin Disease** – Vietnam, Thailand, Malaysia and Indonesia, **noting that there is no known incidence of both in Australia currently.**
4. **Severe Tropical Cyclone Seroja (Recovery)** – DPIRD’s Rural Business Develop Unit continues to administer reimbursement grants (Commonwealth funding) and assist growers through the process where required.
5. **COVID 19** – DPIRD continues to support COVID awareness activities as per DoH advice. This includes a phased approach to staff returning back to work at their designated base locations where working from home previously.
6. DPIRD has appointed a District Recovery Coordinator (Rob Cossart) for the wheatbelt fires to support communities recovering from the aftermath of the catastrophic bushfires experienced in early February in the Southwest Land Division.
7. DPIRD – Incident & Emergency Management Branch will be undertaking after action reviews of response activities for the Natural Hazards season.

##### Issues:

No issues to report.

## Incident and Emergency Management

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The **Department of Primary Industries and Regional Development** (DPIRD) plays a crucial role in emergency management to safeguard Western Australia’s primary industries and regions, and support their growth by preventing and minimizing the impact of incidents

DPIRD’s role is as the Hazard Management Agency (HMA) for animal and plant biosecurity, as well as managing risk in other areas in relation to animal welfare, marine and fish pest incidents. The department also has responsibility for providing support services to other Hazard Management Agencies. This includes:

- Coordinating responses to animal welfare during natural disasters and severe weather events such as cyclones or bushfires;
- Assisting with fish pest events;
- Rapid assessment of natural disaster impacts on primary industries where the affected sector specific skills, experience or expertise resides within the department; and

- Assisting, within DPIRD's capabilities and portfolio, affected primary industries and regions to recover from the consequences of an emergency.