



Local Emergency Management Committee Agenda

25 October 2022

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA

TO: LEMC MEMBERS AND VISITORS

NOTICE is given that a meeting of the Local Emergency Management Committee (LEMC) will be held in the Kaloorup Room, Administration Building, 2 Southern Drive, Busselton; and via MS Teams on Tuesday, 25 October 2022 commencing at 3:00pm.

Your attendance is respectfully requested.

COUNCILLOR GRANT HENLEY
Mayor, City of Busselton

CITY OF BUSSELTONAGENDA FOR THE LEMC MEETING TO BE HELD ON 25 OCTOBER 2022

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

2. ATTENDANCE AND APOLOGIES

See Attendance List

Apologies

Lisa Shreeve	Busselton Jetty
Scott Parkes	Western Power
Dave Goodwin	Manager Community and Recreation Services, City of Busselton

Visitors

Donna Virgo	Regional Training Coordinator Lower South West, DFES
Stuart Barr	Principle Coastal Engineer, Shore Coastal
Drew Mazalevskis	Public Relations and Community Engagement Coordinator, City of Busselton
Joe Caspersz-Loney	Meelup/Environmental Management Officer, City of Busselton

3. DISCLOSURES OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

Confirmation of Minutes from meeting held **24 May 2022**

Moved: Name

Seconded: Name

5. BUSINESS ARISING

Nil

6. PRESENTATION

6.1 Busselton Storm Surge Risk Mitigation Project: Stuart Barr - Shore Coastal

7. OFFICER/AGENCY REPORTS

7.1 Ranger and Emergency Services Coordinator, Ian McDowell – Attachment 1

7.2 Busselton Margaret River Airport, Nicholas Cooper – Attachment 2

7.3 Department of Primary Industries & Regional Development, Emily Lewis – Attachment 3

7.4 Department of Communities, Renee Flaxman – Attachment 4

7.5 Other Agency Reports

- Busselton Jetty – CEO, Lisa Shreeve
- Busselton Water – Technical Officer, Keith Mungham
- DFES – District Emergency Management Advisor, Vik Cheema

- DFES – District Officer Capes, Peter Thomas
- DFES – District Officer Emergency Management, Nathan Hall
- DFES – State Emergency Service, Des Austin
- WA Country Health Service, Jodie Omodei/Daniel Anderson
- WAPOL – OIC Busselton, Snr Sgt James Bradley
- WAPOL – OIC Dunsborough, Sgt Robbie Fay
- Water Corporation – Leeuwin District Operations Manager, Josh Jackson
- Western Power – Field Services Coordinator, Scott Parks

8. **MATTERS OF URGENCY**

Nil

9. **UPCOMING EVENTS**

DATES AND TIMES	EVENT	LOCATION	ATTENDANCE
MONTH YEAR			
Sat 05/11/2022 11am – 7pm	Rocky Ridge Retro Fest 2022	665 Boallia Road Jindong	1000
Sat 05/11/2022 8.30am – 5.30pm Sun 06/11/2022 8am – 4pm	Eagle Bay Epic Adventure Race	Eagle Bay Brewery (Start/finish) Dunsborough Beach Meelup Regional Park	2000
Sat 12/11/2022 2.30pm – 10.30pm	Vance Joy	3 Oceans Winery	5000
Sat 12/11/2022 – Sun 12.30pm – 6pm	Perth International Jazz Festival	Foreshore Stage & Amphitheatre	1000
Sat 13/11/2022 11.30am – 11.30pm	Cruise Ship – Coral Adventure	Busselton Jetty	120 passengers 48 crew
Sat 19/11/2022 12.30pm – 11pm	Here Comes The Sun	3 Oceans Winery	5000
Mon 21/11/2022 – Thurs 24/11/2022 7pm – 1am	Leavers Entertainment Zone	Vasse Yallingup Siding Road	10000
Wed 23/11/2022 11am – 3pm	Meelup Beachfest	Meelup Beach	5000

10. **DESKTOP EXERCISE – BUSHFIRE**

Scenario

11. **CLOSURE AND NEXT MEETING**

Meeting closed at: xx:xxpm

Next meeting: 2 May 2023

Attachment 7.1 Ranger & Emergency Services Coordinator**Agency:** City of Busselton**Officer Representing:** Ian McDowell, LEMC Executive Officer**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:

- 27 May 2022: email from CoB with updated Contacts Directory (LEMA Appendix 4)
- 31 May 2022: email from CoB with unconfirmed Minutes of 24 May 2022 LEMC meeting
- 3 June 2022: email from CoB inviting review and comments on draft 2022 Annual and Preparedness Report Capability Survey
- 14 June 2022: email to SEMC with 2022 Annual and Preparedness Report Capability Survey
- 27 July 2022: emails (3) from CoB to LEMC inviting comments on reviewed LEMA and Appendices
- 16 August 2022: email from Michele Duxbury DoC DESO SW – advising Renee Flaxman will be in this role until Roma Boucher returns in April 2023
- 31 August 2022: email from Rachel Runco to LEMC members advising appointment of Matt du Plessis as CESM, and Chris Tom as Bushfire Mitigation Officer
- 13 September 2022: email from CoB to LEMC members – September 2022 Events List
- 19 September 2022: email from CoB to LEMC members – updated copy of LEMA Appendix 4 Contacts Directory
- 30 September 2022: email from CoB to LEMC members – copies of LEMA documents for endorsement at the LEMC meeting on 25 October 2022
- 19 October 2022: email from CoB to LEMC members – copy of the scenario for the Bushfire Desktop Exercise (LEMC meeting of 25 October 2022)
- 20 October 2022: email from DFES DEMA – State Hazard Plan Heatwave – copy of reviewed document

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 2022
- September 2022

3. Review of the Local Emergency Management Arrangements (LEMA)

A full review of the City's Local Emergency Management Arrangements is carried out every five years. The current version was endorsed by the Council on 11 October 2017 and are now due for review.

The following documents have been reviewed and are presented to the LEMC for their endorsement:

- Local Emergency Management Arrangements (November 2022) including:
 - Appendix 1 – City of Busselton Localities Map

- Appendix 2 – Local Emergency Management Structure
- Appendix 3 – List of Significant Public Events
- Appendix 4 – Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory
- Appendix 6 – Local Evacuation Plan
- Appendix 7 – Local Recovery Plan
- Appendix 8 – Animal Welfare Plan

Once endorsed by the LEMC, the documents above will be presented to the Council for their endorsement.

Moved:

Seconded:

That the LEMC endorses the Local Emergency Management Arrangements (November 2022) including Appendices 1, 2, 3, 4, 6, 7 and 8

Carried/Lost

4. 2022 Annual and Preparedness Report Capability Survey

In accordance with Sections 33 and 40 of the *Emergency Management Act 2005*, LEMCs are required to submit an annual report on activities undertaken during the financial year. In order to meet these requirements, the DFES State Capability Team, on behalf of the State Emergency Management Committee, conducts an Annual and Preparedness Report Capability Survey.

A copy of the draft survey was sent via email to LEMC members for review and comment on Friday, 3 June 2022.

A final copy of the survey was electronically submitted to DFES on Tuesday, 14 June 2022 and will be attached to the Agenda and Minutes of this meeting.

5. Incident Support Group (ISG) Activations

There were no ISG activations since our last meeting.

6. Future Meeting Times (for discussion)

In December 2021, the LEMC resolved to reduce the number of meetings from four to two each year. At that time it was agreed that a desktop exercise would be held at each of those meetings with a focus on Storm hazard at the May meeting, and bushfire at the October meeting.

The conduct of these desktop exercises will result in the LEMC meetings taking longer than they had in the past. In our last meeting in May for example, the meeting finished at 4:50pm and would have finished later still had the presentation that was scheduled not been cancelled. Because of the later finishing time for the May meeting, some attendees had to leave early due to prior commitments.

The options for managing longer meetings in the future are:

- commence meetings at the normal time of 3:00pm, and extend the finish time by 30 minutes; or
- commence meetings at 2:30pm, and keep the finish time at 4:30pm; or
- commence meetings at 2:00pm, and finish the meetings at 4:00pm or 4:30pm.

The LEMC may also choose to keep start and finish times as they are (3:00pm to 4:30pm)

Moved:

Seconded:

That LEMC meetings commence at xx:xxpm, and finish at xx:xxpm

Carried/Lost

6. Future Meeting Dates

Future meeting dates are as follows:

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

ATTACHMENTS

- A. Local Emergency Management Arrangements (LEMA) (November 2022)**
- B. LEMA Appendix 4 – Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory (September 2022) (Redacted Copy)**
- C. LEMA Appendix 6 – Local Evacuation Plan (November 2022)**
- D. LEMA Appendix 7 – Local Recovery Plan (November 2022)**
- E. LEMA Appendix 8 – Animal Welfare Plan (November 2022)**
- F. 2022 Annual and Preparedness Report Capability Survey**

Attachment 7.2 Airport Operations Coordinator**Agency:** City of Busselton**Officer Representing:** Nicholas Cooper**Matters to be discussed:** Busselton Margaret River Operations and Security update

The Busselton Margaret River Airport (BRMA) has seen significant growth over the last twelve months in both flight movements and passenger growth. A combination of both the increases in FIFO, closed charter operations, the commencement of Regular Passenger Transport (RPT) and the end of boarder restrictions leading to closed charter tourist operations.

This has also led to a significant increase in vehicle traffic to and from BMRA. In addition to the growth there has been changes around traffic management near the terminal area.

There also will be additional transportable buildings placed near the departures terminal to facilitate growth in ground handling staff required areas. There will also be a temporary expansion to the departures hall to provide space within the sterile area.

Aircraft Movements

The total number of scheduled services operating from the BMRA as of the end of September 2022 are 33 movements per week, with 30 Fly in Fly out (FIFO) closed charter and 3 RPT services. This has increased from a total of 15 flights FIFO closed charter flights movements from the same period 2021.

The total number of aircraft landings over 5,700+ MTOW has increased to 130 landings to the end of September 2022 compared to 95 landings in September 2021. This aircraft category is representative of passenger aircraft and excludes the light General Aviation category

A change in aircraft type switch to Airbus A320 replacing most Fokker 100 operations has prompted a review and rectification plan to maximise use of the central apron area. The new configuration of the main apron will provide (1) Fokker 100 bay and (3) A320 Neo/ 737 compatible bays to eliminate the current restraints on parking.

Passenger Numbers

Passenger numbers have increased to a total of 69,120 passengers through the BMRA in 2021/22 compared to 40,602 in 2020/21, representing an increase of over 70%. The projected passenger number for 2022/23 are estimated to be greater than 95,000.

Security

Security screening under the Aviation Transport Security Act and regulations is performed for all RPT departing passengers. Since the commencement of RPT services in April 2022 there has been 12,470 persons through the screening point at BMRA with total operating screening point hours of 239.9.

During this time 232 items were surrendered, largely consisting of scissors, aerosols and lighter.

A system tests was conducted by home affairs in September and no other none compliances were noted for the reporting period.

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 of key emergency agency representatives. The exercise will focus on testing the AEP around the setup of an IMT around a large scale protracted incident at the Airport. 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 7.3 Climate Resilience Program Manager

Agency: Department of Primary Industries and Regional Development

Officer Representing: Emily Lewis

Matters to be discussed: N/A**1. Declared incidents – DPIRD is managing:**

- Seven (7) plant pest/disease level 1 & 2 Incidents
- Nil animal pest/disease incidents

Plant pest / disease incidents include Polyphagous shot-hole borer in the Perth metropolitan area. 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.

The Department of Primary Industries and Regional Development is responding 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

Link to information about [Polyphagous shot-hole borer](#)

Varroa Mite – DPIRD has been providing support to the NSW Department of Primary Industries which is managing an incursion of Varroa Mite in NSW. Varroa mites (*Varroa jacobsoni* and *V. destructor*) are the most serious pest of honey bees worldwide.

Link to information about [Varroa Mite](#) (nsw.gov.au)

2. State alerts and investigations

DPIRD is currently investigating a further two (2) pests and diseases.

3. National alerts & investigations

DPIRD and other state jurisdictions continue to monitor reported outbreaks of:

- African Swine Fever – FAO situation update in Asia and Pacific dated 15 September 2022 advised ASF reported countries since August 2018: China, Mongolia, Vietnam, Cambodia, Democratic People's Republic of Korea, Lao People's Democratic Republic, Myanmar, The Philippines, Republic of Korea, Timor-Leste, Indonesia, Papua New Guinea, India, Malaysia, Bhutan, Thailand, Nepal.

Link to information about African Swine Fever: <https://www.fao.org/animal-health/situation-updates/asf-in-asia-pacific/en>

- Lumpy Skin Disease – Vietnam, Thailand, Malaysia and Indonesia
- Foot and Mouth Disease – Indonesia

NB: There are, currently, no known incidences of these diseases in Australia.

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)

Information is also available on the DPIRD website:

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

4. Severe Tropical Cyclone Seroja (Recovery)

DPIRD, through its Rural Business Development Unit, is managing Disaster Recovery Funding Arrangements WA (DRFAWA) assistance to primary producers impacted by TC Seroja.

5. COVID 19

DPIRD:

- continues to monitor information from the Department of Health
- communicates to staff regarding the management of COVID in the workplace

6. Southwest Land Division Fires:

- DPIRD District Recovery Coordinator, Rob Cossart, is working in to support communities recovering from the bushfires which occurred in early February 2022.
- Affected local governments: Corrigin, Narrogin, Bridgetown and Denmark

DPIRD's role in emergency management

The Department of Primary Industries and Regional Development 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.
- Provision of support to other HMAs by:
 - coordinating animal welfare for other hazard emergencies including bushfires, cyclones and floods;
 - contributing to the Controlling Agency's impact statement in relation to impacts to primary industries (where an impact statement is required)
 - managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding.

Attachment 7.4 Acting District Emergency Services**Agency:** Department of Communities**Officer Representing:** Renee Flaxman

- Since early August the Department of Communities has delivered 8 Evacuation Centre Training Workshops to staff and stakeholders in preparation for the high threat season. Communities will continue to offer and encourage sessions in the coming months.
- The new dedicated Emergency Services DESO vehicle has been received and fitted out with all equipment needed to accommodate 20 people in an evacuation centre, including Registration Forms, LEWPs, bedding (including stretchers, air mattresses and linen), toiletries, catering supplies, chargers and more. The current trailer equipment has been restocked and updated, ready for the season.
- Department of Communities staff from the State Welfare Incident Coordination Centre (SWICC) and the All-Hazards Unit will be attending a three-day conference at the end of October. Topics will include numerous projects, lessons learned during the peak of the COVID Pandemic and Communities role throughout, as well as lessons learned during last seasons' activations to better prepare for and enhance the delivery of welfare and emergency services during and after an emergency event.
- The Interim State Emergency Welfare Plan was recently reviewed and upon completion of the findings, changes are likely to be implemented within the Local Emergency Welfare Plan (LEWP) templates.
- LEWP appendices and contact details have been updated in all LEWP's and are ready for tabling. LEMC members are encouraged to review information related to their own agencies and notify DESO if further changes need to be made.