



Local Emergency Management Committee Agenda

2 May 2023

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, 2nd May 2023 commencing at 2:00pm.

Your attendance is respectfully requested.

COUNCILLOR GRANT HENLEY
Mayor, City of Busselton

CITY OF BUSSELTONAGENDA FOR THE LEMC MEETING TO BE HELD ON 2 MAY 2023

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

2. ATTENDANCE AND APOLOGIES

See Attendance List

Apologies

Peter Thomas	Department of Fire & Emergency Services
Dave Goodwin	City of Busselton
Keith Mungham	Busselton Water

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Confirmation of Minutes from meeting held **26 October 2022**

Moved: Name

Seconded: Name

5. BUSINESS ARISING

6. PRESENTATION

6.1 No Presentation Scheduled

7. OFFICER/AGENCY REPORTS

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

7.2 Department of Fire and Emergency Services, Erin Hutchins – Attachment 2

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

7.4 Other Agency Reports

- Busselton Jetty – CEO, Lisa Shreeve
- Busselton Water – Technical Officer, Keith Mungham
- Communities – District Emergency Services Officer, Michele Duxbury
- DFES – District Officer Emergency Management, Nathan Hall
- DFES – State Emergency Service, Des Austin
- DPIRD – Project Manager, Emily Lewis
- 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, Craig Thornton
- Any other agencies?

8. MATTERS OF URGENCY

Nil

9. UPCOMING EVENTS

DATES AND TIMES	EVENT	LOCATION	ATTENDANCE
MAY 2023			
Sun 14/05/2023 – Sun 21/05/2023 Various times	Turn the Town Yellow for National Road Safety Week	Busselton CBD/Cultural Precinct	500
Sun 28/05/2023 9am – 11.30am	Million Paws Walk	Barnard Park West	200

10. DESKTOP EXERCISE – STORM SURGE

Scenario

11. CLOSURE AND NEXT MEETING

Meeting closed at: xx:xxpm

Next meeting: 31 October 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:

- 20 October 2022: email from DFES DEMA (Vik Cheema) providing advice about and a copy of the revised State Hazard Plan - Heatwave
- 26 October 2022: email from CoB (Ian McDowell) to LEMC members advising bushfire infringement amounts (\$250 to \$1,000)
- 27 October 2022: email from WALGA – copy of Emergency Management News October
- 31 October 2022: email from DFES Bushfire Centre of Excellence, WALGA Bushfire Operations Committee Communique 7 October 2022 attached
- 4 November 2022: email from DFES DEMA (Vik Cheema) advising DEMA SW arrangements (Vik Cheema moving to Queensland on a 12 month contract, Erin Hutchins acting in role)
- 30 November 2022: email from CoB (Tanya Simpson) to LEMC members with Events List for December 2022 attached
- 1 December 2022: email from CoB to LEMC members with updated Contacts Directory (LEMA Appendix 4) attached
- 3 January 2023: email from CoB to LEMC members providing email from WALGA and link to webinar dated 6 December 2022 to present outcomes of LEMA review workshops, and an overview of SEMC current emergency management initiatives
- 3 January 2023: email from CoB (Tanya Simpson) to LEMC members with Events List for January 2023 attached
- 4 January 2023: email from SEMC grants advising of Disaster Risk Reduction Package (DRRP) grant funding opportunity
- 19 January 2023: email from CoB providing LEMC members with final (current) copy of the LEMA and associated Appendices
- 19 January 2023: email from Nola Marino's office inviting submissions to the Senate Select Committee on Australia's Disaster Resilience
- 24 January 2023: email from WALGA Emergency Management advising opportunities to response to state public consultation on State Capability Framework review, and the Emergency Welfare Support Plan
- 25 January 2023: email from DFES DEMA (Erin Hutchins) advising opportunity to provide feedback on the draft Local Emergency Management Committee Handbook
- 31 January 2023: email from DFES DEMA advising opportunity to provide feedback on Draft Western Australian Emergency Management Capability Framework
- 1 February 2023: email from Natural Hazards Research Australia January 2023 e-newsletter
- 1 February 2023: email from WALGA Emergency Management with link to December 2022 SEMC Communique

- 2 February 2023: email from CoB (Tanya Simpson) to LEMC members with Events List for February 2023 attached
- 3 February 2023: email from DFES DEMA (Erin Hutchins) advising opportunity to provide feedback on the draft State Support Plan, Emergency Relief and Support (previously Emergency Welfare)
- 27 February 2023: email from CoB to LEMC members with updated Contacts Directory (LEMA Appendix 4) attached
- 28 February 2023: email from CoB (Tanya Simpson) to LEMC members with Events List for December 2022 attached
- 9 March 2023: email from WALGA – Emergency Management News, March Special Edition
- 14 March 2023: email from WALGA – advice of upcoming webinar, actions government and emergency services can take on Disability Inclusive Disaster Risk Reduction (DIDRR)
- 20 March 2023: email from AIDR – advice of upcoming webinar Recovery Exercising Toolkit
- 24 March 2023: email from WALGA – Emergency Management News, March
- 27 March 2023: email from WALGA – LEMA Review Consultation Outcomes
- 29 March 2023: email from CoB (Tanya Simpson) to LEMC members with Events List for April 2023 attached
- 3 April 2023: email from WALGA with link to an update on Government’s response to the Wooroloo Bushfire Review
- 3 April 2023: email from WALGA with State Bushfire Advisory Council communique attached
- 5 April 2023: email from WALGA regarding nominations for the 2023 Resilient Australia Awards
- 12 April 2023: email from WALGA with Rural Fire News e-newsletter attached
- 20 April 2023: email from DFES DEMA (Erin Hutchins) regarding consultation open on State Hazard Plan – Search and Rescue
- 21 April 2023: email from DFES Rural Fire Division: Managing Bushfire in WA – statement of intent

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:

- December 2022
- March 2023

3. Incident Support Group (ISG) Activations

There were no ISG activations since our last meeting.

4. Future Meeting Dates

Future meeting dates are as follows:

- 31 October 2023

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

Attachment 7.2**District Emergency Management Advisor – South West**

Agency: Department of Fire and Emergency Services

Officer Representing: Erin Hutchins

STATE NEWS

The **State Emergency Management Committee (SEMC)** met on the 8 March 2023. SEMC Communiqués can be found [here](#).

2023 SEMC MEETING SCHEDULE

- 3 May 2023
- 2 August 2023
- 4 October 2023
- 6 December 2023

STATE CONSULTATION REQUESTS

NOTE: The consultation requests are confidential and for Local Emergency Management Committee (LEMC) Members only. Information presented to the LEMC in relation to the consultation requests has been removed to enable LEMC minutes to be published on the website.

RESILIENT AUSTRALIA AWARDS 2023

Submissions for the 2023 Resilient Australia Awards are now open.

The [Resilient Australia Awards](#) celebrate and promote initiatives that build whole of community resilience to disasters and emergencies around Australia, as well as images capturing resilience in action.

The awards acknowledge outstanding contributions in each state and territory across seven categories: business, community, government, local government, mental health and wellbeing, school, and photography.

The awards recognise a wide range of initiatives with past projects centred on risk assessment and mitigation, mental health and wellbeing, education, training and research, and community engagement, as well as response and recovery.

The Resilient Australia Awards is proudly sponsored by the Australian Government in partnership with the states and territories and managed by the Australian Institute for Disaster Resilience (AIDR).

Submissions close **5 June 2023**.

DISTRICT NEWS

The **District Emergency Management Committee (DEMC)** met on Tuesday 21 March 2023.

Presentations and key items discussed:

- NBN muster truck overview and demonstration
- Japanese Encephalitis Virus (JEV)
- NEMA update
- Foot and Mouth Disease (FMD)
- Traffic Management
- Shire of Augusta Margaret River LEMA noted.

The next meeting of the DEMC will be held on Tuesday 10 October 2023.

EMERGENCY PREPAREDNESS EXERCISE

Inter-Agency Desktop Emergency Preparedness Exercise for Harris & Wellington Dams

On Wednesday 20th April, the Water Corporation held a workshop to step through preparedness and response protocols for flooding scenarios associated with Harris and Wellington Dams.

This workshop was designed to involve the key external agencies such as DFES, Department of Water and Environmental Regulation, South West Police, Main Roads WA, Western Power, DBCA, Local Government, and Department of Communities all with responsibility in major flooding events. The focus of the workshop was to provide awareness of the Dam Safety and Emergency Plans for Harris and Wellington Dams.

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.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) REVIEW OUTCOMES AND NEXT STEPS

The [Local Emergency Management Arrangements \(LEMA\) Review](#) is a partnership between the Department of Fire and Emergency Services (DFES) and WALGA, initiated in response to reports that current LEMA requirements are not fit-for-purpose for Local Government and that a new LEMA model is needed. From April to December 2022, WALGA engaged 100 Local Governments to identify LEMA

strengths, weaknesses, and improvement opportunities in a consultation that included 10 in-depth interviews, 10 interactive workshops and an online survey.

WALGA's [LEMA Review Consultation with Western Australian Local Governments: Project Summary and Recommendations Report](#) summarises the key findings of the consultation process to date. A more detailed overview can be found in [WALGA's LEMA Review Issues Paper](#), [LEMA Review Survey Report](#) and an independent [LEMA Review Workshop Consultation Report](#) prepared by [agdots](#).

WALGA's LEMA Review project informed the Draft LEMA Improvement Plan that has now been developed by DFES and presented to the LEMA Review Steering Committee. The Committee has approved testing to commence with the Local Government sector during April and May 2023 and then submit the final LEMA Improvement Plan to SEMC for endorsement in August 2023.

Find out more about the LEMA Review Project on [WALGA's website](#) or email WALGA's LEMA Review Project Lead, [Simone Ruane](#).

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.

National Disaster Risk Reduction (NDRR) grant

The [National Disaster Risk Reduction \(NDRR\) grants program](#) is **now open** for projects that reduce disaster risk in Western Australia.

The NDRR grant program will make about \$2.5 million available in 2023 for projects that reduce disaster risk in Western Australia. Projects must contribute to achieving the objectives of the [National Disaster Risk Reduction Framework \(NDRRF\)](#) and the [WA Implementation Plan for the NDRRF](#) by reducing risks associated with at least one natural hazard. To be eligible, projects must reduce disaster risk and improve community resilience, rather than contributing to disaster relief, response, or recovery activities.

Organisations that are eligible to apply for NDRR grants are:

- local governments
- state government agencies
- government trading entities
- incorporated organisations
- not-for-profit organisations.

Projects with localised outcomes may apply for between \$10,000 and \$250,000 grant funding; there is no cap on funding for projects with State or sector-wide significance. Applicants must contribute at least 50 per cent of the total project cost in cash or in-kind.

Applications for the current round of the NDRR grant program are now open and close 12.00pm 29 May 2023. Assessments will take place in July 2023 with an anticipated announcement date in September 2023.

All West Australians Reducing Emergencies (AWARE) program

AWARE is an initiative of the Western Australian Government that invests in building capacity and preparedness activities at a local level, through a competitive grant. Only local governments are eligible to apply for an AWARE grant.

The 2023 AWARE grant round will distribute a total of \$200,000 for projects to:

- further the emergency risk management process

- facilitate capability-based exercises
- assist in reviewing Local Emergency Management Arrangements
- deliver emergency management training
- host or facilitate emergency management events or forums.

Projects may apply for between \$2,500 and \$30,000 grant funding. Local level risk assessment projects can request a maximum of \$4,000. Applicants must contribute 25 per cent of the total project cost in cash or in-kind. A local government may submit multiple projects for funding.

Local governments are encouraged to collaborate and submit joint applications.

Applications for next round of the AWARE grant program will open on 16 August and close on 20 September 2023. Assessments will take place in October 2023 with an anticipated announcement date in January 2024.

The SEMC endorsed a two-year schedule for both grant programs. See below for the **2024-2025** grant program dates;

Year	2024-25	
Program	NDRR	AWARE
Round Open	25 April 2024	16 August 2024
Round Close	29 May 2024	20 September 2024
Assessment	3 July 2024	25 October 2024
Anticipated announcement	September 2024	January 2025

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

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

EMERGENCY SUPPORT WEBSITE – SUPPORTING SPONTANEOUS VOLUNTEERS AND DONATIONS

Volunteering WA (VWA) have developed a new resource to assist the community, volunteers and organisations during incidents and emergencies (refer attachment).

The development of these resources has arisen from a sector wide and community-based consultation process examining a need to effectively manage spontaneous volunteers and community lead donations across the State. We are often inundated by well-meaning community members who are keen to help in any way they can. We will now be able to direct them to the website so that organisations can take advantage of a volunteers contributions.



LOCAL EM REPORT as at 14 April 2023
SOUTH WEST
District Emergency Management Committee

READY	DRAFT	NEARING REVIEW	OVERDUE		
Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12	AMR	41% Current		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	LEMA tabled at the SW DEMC 21 March 2023 for noting. To be noted by SEMC 4 May 2023.	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	AWARE funding allocated; project underway	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	Current	8/03/2023	08/2023	8/03/2028
Shire of Capel	Capel	Current	5/12/2022	81/2022	5/12/2027
Shire of Collie	Collie	AWARE funding - Draft LEMA currently with LGA/Consultant	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Current	4/08/2022	32/2022	4/08/2027

Shire of Donnybrook-Balingup	Donnybrook-Balingup	AWARE funding allocated; project underway	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	AWARE funding allocated; project underway	3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Manjimup	Current	1/10/2021	76/2021	1/10/2026
Shire of Nannup	Nannup	Current	14/08/2020	50/2020	14/08/2025

Attachment 7.3 District Officer Capes LSW

Agency: Department of Fire and Emergency Services

Officer Representing: Peter Thomas

- **Incidents**

There have been several incidents in the Donnybrook Balingup shire this year with some great support from across the region.

Both SES volunteers and staff have been also supporting the floods and cyclone in the Kimberley region, with several deployments.

- **International Fire Fighters Day Memorial**

In honour of International Firefighters' Day on the 4th of May, DFES LSW will host a memorial service at the Busselton Fire and Rescue Station and the Bridgetown ICC. The service commemorates Western Australian career and volunteer firefighters who have lost their lives serving the community and included on the Fallen Firefighters' Honour Roll.

- **Training**

Regional training has started increasing with several courses being conducted across the region.

- **Staff**

New Area Officer Pat Dowling has started with our team. Pat (Paddy) will be looking stations on the Manjimup side of the Region. Paddy is from a career Fire and Rescue background and has moved to the Region from the metro area.

- **Transition of Brigades**

As of the 1st of February, both Wallcliffe and Rosa Brook BFB have transitioned to DFES. All management of the brigades will now be via DFES, nothing will change in the coordination of response to fires and the normal working relationships between DFES and the AMR shire will continue as usual.

- **Community Engagement**

Compiling a list of preferred communication methods for different communities to assist with community liaison during incidents

Bushfire Ready Facilitator training course delivered in April (Was open to fire volunteers who are interested in a community engagement role within their brigade)

Promoting the Bushfire Ready Program into Nelson district of the region; supporting the existing group facilitators in the Capes district

Delivered a fire safety session (covering bushfire and home fire safety) to Silverchain Social Centre in Bridgetown, with Area Officer Warren-Blackwood