



Local Emergency Management Committee Agenda

7 May 2024

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, 7th May 2024 commencing at 2:00pm.

Your attendance is respectfully requested.

PHILL CRONIN
Mayor, City of Busselton

CITY OF BUSSELTONAGENDA FOR THE LEMC MEETING TO BE HELD ON 7 MAY 2024

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

2. **ATTENDANCE AND APOLOGIES**

See Attendance List

Apologies

Shane Bryant, Department of Primary Industries & Regional Development

Erin Hutchins, Department of Fire & Emergency Services

Luke Fowles, St John Ambulance

3. **DISCLOSURES OF INTEREST**

4. **CONFIRMATION OF MINUTES**

Confirmation of Minutes from meeting held **31 October 2023**

Moved:

Seconded:

5. **BUSINESS ARISING**

6. **PRESENTATION**

6.1 No Presentation Scheduled

7. **OFFICER/AGENCY REPORTS**

7.1 LEMC Executive Officer, – Attachment 1

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

7.3 Department of Primary Industries & Regional Development, Shane Bryant – Attachment 3

7.4 Other Agency Reports

- Busselton Jetty – CEO, Lisa Shreeve
- Department of Fire & Emergency Services – District Officer Capes, Peter Thomas
- City of Busselton – Manager Airport, Jennifer May
- Busselton Water – Technical Officer, Keith Mungham
- 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 Jon Adams
- Water Corporation - Leeuwin District Operations Manager, Josh Jackson

- Western Power – Field Services Coordinator, Craig Thornton
- Department of Communities - Regional Emergency Coordinator, Renee Flaxman
- Any other agencies?

8. MATTERS OF URGENCY

Nil

9. UPCOMING EVENTS

DATES AND TIMES	EVENT	LOCATION	ATTENDANCE
MAY 2024			
Sat 01/05/2024 – 7.30am – 12pm Sun 2/05/2024 – 7.30am – 3.30pm	Busselton Festival of Triathlon	Busselton Foreshore (east of Jetty) Barnard Park West, Churchill Park (Parking)	8000
Sun 12/05/2024 7am – 5.30pm	Margaret River Ultra Marathon – 42km Race (additional to MRUM on Sat)	Yallingup – Howard Park Winery	400
Fri 17/05/2024 4.30am – 6.3pm	Forest Rally Ceremonial Start	Busselton Foreshore Stage & Amphitheatre	750

10. DESKTOP EXERCISE – Chemical Spill

11. CLOSURE AND NEXT MEETING

Meeting closed at:

Next meeting: 29 October 2024

Attachment 7.1 LEMC Executive Officer

Agency: City of Busselton

Officer Representing: Matt du Plessis

1.1. Correspondence

All relevant correspondence and information regarding emergency management legislation, policies and other information is provided via email to LEMC members in a timely manner. Correspondence queries can be made by contacting city@busselton.wa.gov.au

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
- December 2023
- April 2024 – *for review*

3. Incident Support Group (ISG) Activations

There were no ISG activations since last meeting.

4. Training Exercises

- The City of Busselton and DFES completed an Operational Support and Recovery Discovery Exercise (DISCEX) on the 12th March 2024.
- The aim was to review the City of Busselton's understanding of the roles and responsibilities of the Operational Support and Recovery positions in response to a Level 2 Incident within its municipal boundary.
- The main objectives achieved were:
 - Explore staff's understanding of their designated operational support or recovery positions.
 - Explore the City's Business Continuity Plan to identify its ability to maintain key operational functions, whilst supporting the Hazard Management Agency to manage a level 2 incident.

5. Future Meeting Dates

Future meeting dates are as follows:

- 29 October 2024
- 6 May 2025
- 28 October 2025
- 5th May 2026

Attachment 7.2 District Emergency Management Advisor – South West

Agency: Department of Fire and Emergency Services

Officer Representing: Erin Hutchins

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 6 March 2024. SEMC Communiques can be found [here](#).

2024 SEMC MEETING SCHEDULE

- May
- August
- October
- December

STATE EMERGENCY MANAGEMENT DOCUMENTS**State EM Document Amendments**

The State EM Policy Branch of the Department of Fire and Emergency Services (DFES) administers the review and consultation of the State emergency management documents in consultation with relevant stakeholders.

To maintain accuracy and currency of the documents, they are reviewed annually for statement of fact changes and must undergo a comprehensive review every 5 years.

To assist with our ongoing review of the documents please advise the State EM Policy Branch if you have identified any errors in a State EM document [here](#).

CONSULTATION REQUESTS

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

DISTRICT NEWS

The **District Emergency Management Committee (DEMC)** was held on Tuesday 19 March 2024. The next meeting is scheduled for October 2024.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist.

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.

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

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

EMERGENCY MANAGEMENT TRAINING OPPORTUNITIES

WALGA offer Emergency Management training for Local Government

Local Governments have an essential role in Emergency Management due to their legislated responsibilities and links to the community. The way emergencies are managed is critical to the safety and sustainability of communities, ensuring the effective functioning of the Local Government and their staff. WALGA offer Emergency Management training courses such as;

- Emergency Management Fundamentals
- Emergency Management Foundations for Local Government
- Emergency Management for Local Government Leaders
- Community Disaster Recovery
- Recovery Coordinators Course for Local Government

All of these courses are valuable in that they build connections and networks with members of other Local Governments across the State, further enhancing information sharing and building capacity.

Further information can be found [here](#).

SECTOR UPDATES

2024 Resilient Australia Awards

Nominations are now open for the 2024 Resilient Australia Awards, a program that celebrates and promotes outstanding initiatives that foster community resilience to disasters and emergencies across the nation.

These awards recognise exceptional contributions in seven categories, showcasing the efforts to enhance our collective preparedness, response, and recovery capabilities. Projects or initiatives must have commenced after 1 January 2022 or demonstrate significant outcomes or enhancements since that date. Nominations close on **31 May 2024**. For further details and to submit nominations, visit the [Australian Institute for Disaster Resilience website](#).

Emergency WA

Emergency WA has now been linked to the State Government Services WA App. Users can opt in to receive location-based notifications of bushfire warnings. Find out more [here](#).

2023 Emergency Preparedness Report

The 2023 Emergency Preparedness Report has now been published and is accessible via the [SEMC website](#).

The State Emergency Management Committee (SEMC) produces the Emergency Preparedness Report annually for the Minister for Emergency Services.

This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses and areas for improvement statewide, and combines the input from about 170 agencies.

This style of reporting started in 2012 following catastrophic fire emergencies in the preceding fire season. As the only state in Australia to develop such a report for ministerial engagement, it has become a key reference for emergency preparedness in WA.

2022-23 Major Incidents Report and Australia's Riskscape

The Major Incidents Report 2022-23 and Australia's Riskscape Report Showcase webinar is now available to watch online, [here](#). The webinar identifies key factors in the systemic risk landscape that shape the risk, impacts and recovery from natural disaster.

The report identifies unique aspects of incidents and shares observations from managing them so the EM sector can plan and improve.

Attachment 7.3 Senior Policy Officer

Agency: Department of Primary Industries & Regional Development

Officer Representing: Shane Bryant

For Awareness Only:

Please note - there are currently no Biosecurity (Plant and Animal Pest & Diseases) Incidents or Incursions in the South West of Western Australia.