



# City of Busselton

*Geographe Bay*

## **Local Emergency Management Committee Agenda**

**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**

**AGENDA FOR THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING TO BE HELD ON  
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, Koorup 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**

See Attendance List.

Apologies:

Michele Duxbury

Jodie Omodei

Department of Communities

WA Country Health Service – Southwest

**3. DISCLOSURE OF INTERESTS**

**4. CONFIRMATION OF MINUTES**

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

Moved:

Seconded:

**BUSINESS ARISING**

**5. PRESENTATIONS**

5.1 People and Communities at Higher Risk

Department of Fire and Emergency Services, Salomi Sharma

6. **BUSINESS BEFORE THE COMMITTEE**

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) **Any other agencies?**

8. **MATTERS OF URGENCY**

9. **UPCOMING EVENTS**

Attached

10. **DESKTOP EXERCISE**

Storm Scenario. All agencies to provide feedback.

11. **NEXT MEETING**

25<sup>th</sup> October 2022

12. **CLOSURE**

## **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 11 March 2022. Please see attached copy of the SEMC Communique. For further information please check the link to the SEMC Communique.

<https://semc.wa.gov.au/about-us/communique/Documents/Communique%20-%2011%20March%202022.pdf>

#### Funding

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

1. All West Australians Reducing Emergencies (AWARE) grant program. Total funding available is \$200,000. Grant opens on 29 April 20200 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.
2. National Disaster Risk Reduction (NDRR) grant program. The total funding available in this round is \$4.8 million dollars. The NDRR grant application is open now and closes on 5 May.

In addition to the two funding above the SEMC is providing support to the National National Recovery and Resilience Agency in administering the Coastal and Estuarine Risk Mitigation Program 2022-23. This Commonwealth-funded grant seeks to address coastal hazards, such as inundation, storm surge and erosion. I believe WALGA has written to local governments interested in applying EOI for this funding.

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	Draft tabled at SW DEMC	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.