



SHIRE OF
HARVEY

A Breath of Fresh Air

Local Emergency Management
Committee
Minutes

Harvey Council Chambers
Monday, 9 March 2026
2PM

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Local Emergency Management Committee

Official Opening

The Presiding Member, Shire President Cr. Campbell, opened the meeting at 2.03pm.

1. Attendance

Committee Membership – Voting

Shire President/Presiding Officer	Cr.	Michelle	Campbell
Deputy Shire President	Cr.	Craig	Carbone
Chief Bush Fire Control Officer	Mr.	Wayne	Jackson
Community Emergency Services Manager	Mr.	Nick	Mellowship
Harvey Police	A/OIC.	Daniel	Simpson
Australind Police	Sgt.	Scott	Starkie
Australind SES – Nominee (or delegate)	Mr.	Matthew	Redman
Harvey St John Ambulance	Ms.	Suleen	Van Der Westhuizen
Department of Communities	Ms.	Renee	Flaxman
DFES – District Officer – Natural Hazards	Mr.	Nick	<i>Electronically</i> Elrick

Committee Membership – Non-Voting

Chief Executive Officer	Ms.	Annie	Riordan
Manager Waste and Safety Services	Mr.	Haydn	Jones
Local Recovery Coordinator, Shire of Harvey			
Director Community and Lifestyle	Ms.	Suzie	Haslehurst
Bushfire Risk Mitigation Coordinator	Ms.	Kaitlin	Southgate
DFES – Acting District Officer, Wellington	Mr.	Ricky	Southgate
DFES – Emergency Management Advisor	Ms.	Melissa	Howard
DFES – Fire Operations Officer	Mr.	Darren	Harvey
Department of Primary Industries & Regional Development	Ms.	Tamara	Keen <i>Electronically</i>
Atco Gas	Mr.	Jordan	Lisle
Yarloop Police	OIC.	Kylie	Jones 2.30pm – 3.03pm
Alcoa	Mr.	Jake	Webb
Alcoa	Mr.	Duncan	Ross
WA Country Health Services	Ms.	Pauline	Nicholls <i>Electronically</i>

Visitor

Community Preparedness Advisor, DFES	Ms.	Haley	Hibbitt
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Observer

Catholic Education Office of WA

Ms.

Lee

DeGrussa

2. Apologies

Mr. Kirk McDonald, AGIG

Mr. Andrew Boutell, Telstra

Ms. Sara Saberi, Shire of Harvey Manager Environmental Health

Mr. Barry Moroney, WA Country Health Services

Ms. Kirsty Shooter, Leschenault Leisure Centre (LLC)

Mr. Rod Johnson, Harve Water

3. Confirmation of Minutes

The Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 8 December 2025, are attached hereto (Refer **Attachment 3.1**).

Recommendation

That the Minutes of Local Emergency Management Committee Meeting held on Monday 8 December 2025, be confirmed as a true and correct record.

Moved: Carbone**Seconded: Mellowship**

That the Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday, 8 December 2025, be confirmed as a true and correct record.

CARRIED 9-0 LEMC 26/01**4. Presentations/Deputations****4.1. Ms. Haley Hibbitt, Community Preparedness Advisor (CPA), DFES**

Ms. Haley Hibbitt from DFES will brief the Committee relating to Emergency WA Emergency Warnings, and the relationship between the Community Preparedness Advisor (CPA) and the members of the LEMC in prevention/preparedness, response (ISG) and recovery (LRCG) (**Refer to Attachment 4.1.1**).

4.2. Acting Officer in Charge (OIC), Daniel Simpson - Harvey Police

Acting OIC, Daniel Simpson from the Harvey Police has been invited to update the Committee on his newly appointed position and operations at the Harvey Police Station.

5. Business in accordance with the requirements of the *Emergency Management Act 1995***5.1. Confirmation of LEMC Contact Details**

Attached to the agenda is the current list of Emergency Contact Details. Please advise the Community Emergency Services Manager (CESM) of any updates required (Refer **Confidential Attachment No. 5.1.1.**).

5.2. Review any Post – Incident Reports and/or Post – Exercise Reports - Wellesley Bushfire – Incident Summary and Debrief Outcomes

Incident Overview

At 2200 hrs on Monday, 29 December 2026, DFES Communications received reports of a bushfire in the vicinity of Treasure Road, Shire of Harvey. The initial response was undertaken by the Shire of Harvey and local Bushfire Brigades. DFES assumed control of the incident at 1300 hrs on Tuesday, 30 December 2026. Level 1 incident, with triggers for a level 2.

Emergency warnings were issued for parts of Leschenault, Binningup and the Leschenault Peninsula Conservation Park.

At its peak:

- Approximately 150 firefighters were engaged, including Bushfire Services, Parks and Wildlife Service, Volunteer Fire and Rescue Services, Career Fire and Rescue Service and Volunteer Fire and Emergency Services personnel.
- Incident Control was established at the Albemarle Lithium Plant, Kemerton, with site personnel assisting the Incident Management Team (IMT).
- Approximately 315 hectares were burnt.
- An Evacuation Centre was established at the Leschenault Leisure Centre. On 30 December, five evacuees attended, all securing alternative accommodation overnight. Due to changing warning areas and reduced demand, the Evacuation Centre was closed on 31 December 2026.
- An emailed situational update was provided to LEMC members during the incident by the Acting District Emergency Management Advisor and District Officer.

Brigade Debrief

The Shire of Harvey Bushfire Brigades conducted a debrief on 20 January 2026. Key outcomes are summarised below.

Key Operational Observations

- Span of control was excessive in some sectors, with resource allocation not always aligned to priority needs.
 - Crew changeovers and check-in processes were inconsistent, creating coordination challenges.
 - Communication issues were identified, including radio channel confusion and location clarity.
 - Transfer of control between agencies was effective overall, but could have been communicated more clearly.
 - Water supply access and light tanker deployment strategies require review.
-

Welfare and Fatigue Management

- Welfare support improved as the incident progressed and was generally well managed.
- Catering logistics require refinement, including provision of hot food options and improved distribution systems.
- Fatigue management remains a concern given consecutive incidents and extended operational periods. Alternative shift models are being considered.
- Welfare processes are under review, including options for more self-sustained food models.

Interagency and Community Engagement

- Cross-shire and multi-agency collaboration was strong and well received.
- Heavy machinery and aerial firefighting resources were highly effective.
- The Evacuation Centre was opened promptly, with recent training contributing positively to its operation.
- Community appreciation for brigade efforts was significant.
- Some external agencies were resource-limited due to concurrent emergency events and seasonal factors.

Training and Capability Development

The debrief identified the need to strengthen:

- Operations Commander and Sector Commander capability.
- Radio communication competency.
- Mentoring pathways for emerging leaders.
- Development of a regional Bushfire Incident Team capability.

Key Learnings and Improvement Actions

Establish and clearly communicate an Incident Action Plan prior to large-scale deployment.

- Standardise brigade messaging, check-in, and changeover procedures.
- Strengthen fatigue management and shift structures.
- Improve catering and welfare logistics arrangements.
- Develop and maintain an accessible Shire resource register.

Roelands Bushfire – Incident Summary and Debrief Outcomes

On Sunday, 22 February 2026, a bushfire ignited southeast of the Roelands Townsite. Due to the fire's progression toward nearby residential areas, including Escarpment and Livingstone Heights, an Evacuation Centre was established at the Leschenault Leisure Centre with two evacuees that attending.

At the time of preparing this report, a formal post-incident debrief has not yet been conducted.

5.3. Funding Nominations and Applications Process

AWARE Grant 2025–2026

The Shire of Harvey received a grant of \$17,550 to carry out an Emergency Management Capability Assessment. The Assessment will enable the shire to identify and address shortfalls in its emergency management capabilities to ensure community safety and resilience. This is funded through the 2025–2026 All West Australians Reducing Emergencies (AWARE) Grant Round.

Mr. Haydn Jones advised that Emergency Management Capability Assessment interviews are currently being carried out with Captains of the Brigades and Shire Staff.

5.4. Emergency Risk Management (ERM)/Treatment Strategies Progress

The Bushfire Risk Management Plan (BRMP) has undergone a comprehensive review by the Shire of Harvey's Bushfire Risk Mitigation Coordinator. The revised BRMP has been endorsed by the Office of Bushfire Risk Management (OBRM) and was subsequently endorsed by Council on 27 January 2026. Planning for the 2026–2027 Mitigation Activity Fund Program is currently underway.

5.5. Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) and Recovery Plan were reviewed in 2023 and remain current.

The Local Emergency Management Committee formally endorsed the implementation of the recommendations identified in the Post-Exercise Report (September 2025). These recommendations will be incorporated into the upcoming desktop review of the LEMA.

5.6. Review Business Plan Strategies and Record Key Achievements

Attached is the updated Business Plan (*Refer to Attachment 5.6.1*).

A 2026 template for the Business Plan will be investigated. Discussions between Haydn Jones and Melissa Howard going forward.

5.7. Third Quarter Meeting

5.7.1. Local Government Exercise Schedule

The next LEMC exercise is scheduled to be held at the June 2026 LEMC meeting.

5.7.2. Seasonal Review

Refer to DFES Report (*Refer to attachment 6.1.1*).

6. General Business

6.1. Department of Fire and Emergency Services (DFES) Report

The combined DFES and DEMA Report are attached. (*Refer to Attachment 6.1.1*).

6.2. DFES District Emergency Management Advisor Report (DEMA)

The combined DFES and DEMA Report are attached. (*Refer to Attachment 6.1.1*).

6.3. Department of Communities (Doc)

Ms. Renee Flaxman, Regional Coordinator, has forwarded the Department of Communities Report (*Refer to Attachment 6.3.1*).

6.4. Bushfire Risk Mitigation Officer's Report (BRMC)

Mrs. Kaitlin Southgate has submitted the Bushfire Risk Mitigation Coordinator's Report (*Refer to Attachment 6.4.1*).

Mrs. Kaitlin Southgate drew the Committee's attention to Section 2 of the BRMC Report. Kaitlin is currently working Ms. Lee DeGrussa from the Catholic Education Office of WA to support the development of Emergency Management Plans for Catholic schools. It is intended that all schools within the Shire will be contacted and offered assistance in preparing their Emergency Management Plans.

6.5. Main Roads Western Australia (MRWA) Report

Mr. Bruce Hancock, Asset Operations Manager, has forwarded a report from Main Roads WA. (*Refer to Attachment 6.5.1*).

6.6. Cr. Carbone – Number of Deliberately Lit Fires

Cr. Carbone queried out of the 16 bushfires reported throughout the bushfire season, how many of those fires were deliberately lit?

Mr. Ricky Southgate advised that he will gather the requested information and provide an update.

Sergeant Scott Starkie, Australind Police, stated there had been at least two deliberately lit fires recently. The Police have been working very closely with Strike Force Vulcan. The liaison between the Police and DFES has also been favourable, and it is expected that statistically the information on the number of deliberately lit fires will rise during the next year, due to more correct information being available.

6.7. Leschenault Volunteer Bushfire Brigade Station Construction Update

Mr. Nick Mellowship advised that construction of the new station is scheduled to begin in the next 3 to 4 weeks.

Smith Constructions have confirmed there will be no overrun of the construction time.

6.8. National Emergency Alarm System Trial

Shire President, Cr, Michelle Campbell queried a media release predicting an upcoming trial of the National Emergency Alarm System, scheduled to take place on people's mobile phones in October 2026.

Ms. Hayley Hibitt, DFES, advised that the Alarm System is already existing, however improvements in technology have been. It is hoped that the trial will be carried out in July, 2026.

7. Next Meeting

The next meeting of the Local Emergency Management Committee will be held on Monday 8 June 2026, in the Harvey Council Chamber, commencing at 2.00pm.

8. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 3.03pm



SHIRE OF
HARVEY



Local Emergency Management Committee Meeting **Attachments**

Harvey Council Chamber
9 March 2026
2pm

Local Emergency Management Committee Meeting

Attachments

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4. Presentations/Deputations

4.1. Ms Haley Hibbitt, Community Preparedness Advisor (CPA), DFES	2
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Community Preparedness with DFES

Haley Hibbitt, Community Preparedness Advisor
South West, DFES



FOR A SAFER STATE



Community Preparedness Advisor

“works to change the community's behaviour to achieve a greater level of capacity and preparedness during a hazard situation by engaging and supporting the regional operational staff and volunteers to build their capacity to work with the community.”

- Training
- Mentoring
- Facilitation
- Subject matter experts
- Key messages
- Resources
- Support



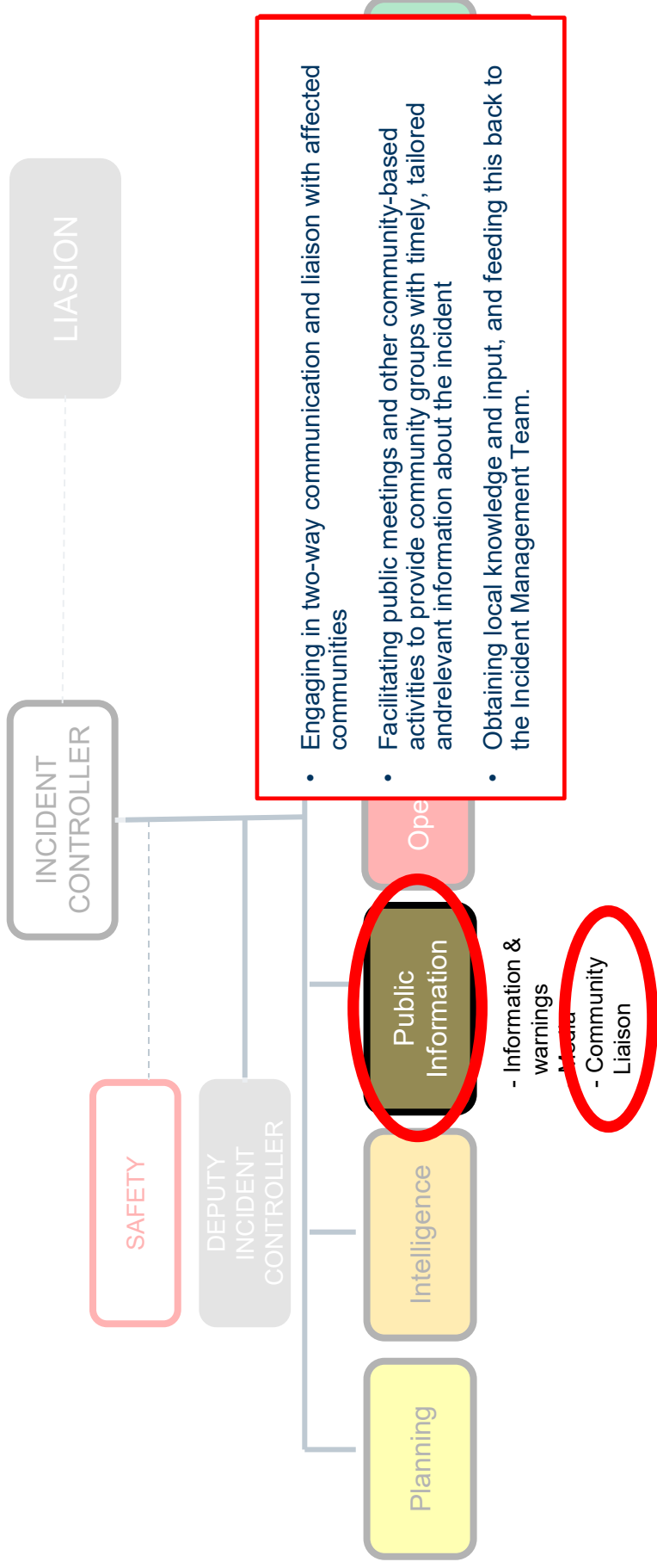
Community Preparedness Advisor

How we might work together

- Training and support for staff and volunteers
- Strategic Engagement planning
 - Risk mapping
 - Mitigation planning
- Linkage into brigades, groups, units, DFES etc
- SME for your events
- Resource provision



Other roles



Australian Warning System

BUSHFIRE | STORM | FLOOD | HEATWAVE | CYCLONE



ADVICE



WATCH AND ACT



EMERGENCY WARNING

- Prepare to leave/evacuate
- Leave/evacuate now (if you are not prepared)
- Prepare to take shelter
- Move/stay indoors
- Stay near shelter
- Monitor conditions as they are changing
- Be aware of ember attack
- Move to higher ground (away from creeks/rivers/coast)
- Limit time outside (cyclone, heat, asthma)
- Avoid the area/avoid the flooded area
- Stay away from damaged buildings and other hazards
- Prepare for isolation
- Protect yourself against the impacts of extreme heat
- Do not enter floodwater
- Not safe to return
- Prepare your property (cyclone/storm)

Emergency WA - web

The screenshot displays the Emergency WA web application interface. At the top, a navigation bar includes the Australian Warning System logo and tabs for 'Prepare', 'Warnings and Incidents', and 'Recovery'. A search bar is present on the right. Below the navigation bar, a list of warnings is shown, with the most recent one highlighted:

- Bushfire Emergency Warning** (3 months ago)
 - LEAVE NOW - BRAMLEY and MARGARET RIVER
- Bushfire Watch and Act** (3 months ago)
 - PREPARE TO LEAVE - BRAMLEY and MARGARET RIVER
- Bushfire Advice** (3 months ago)
 - STAY INFORMED - parts of BRAMLEY

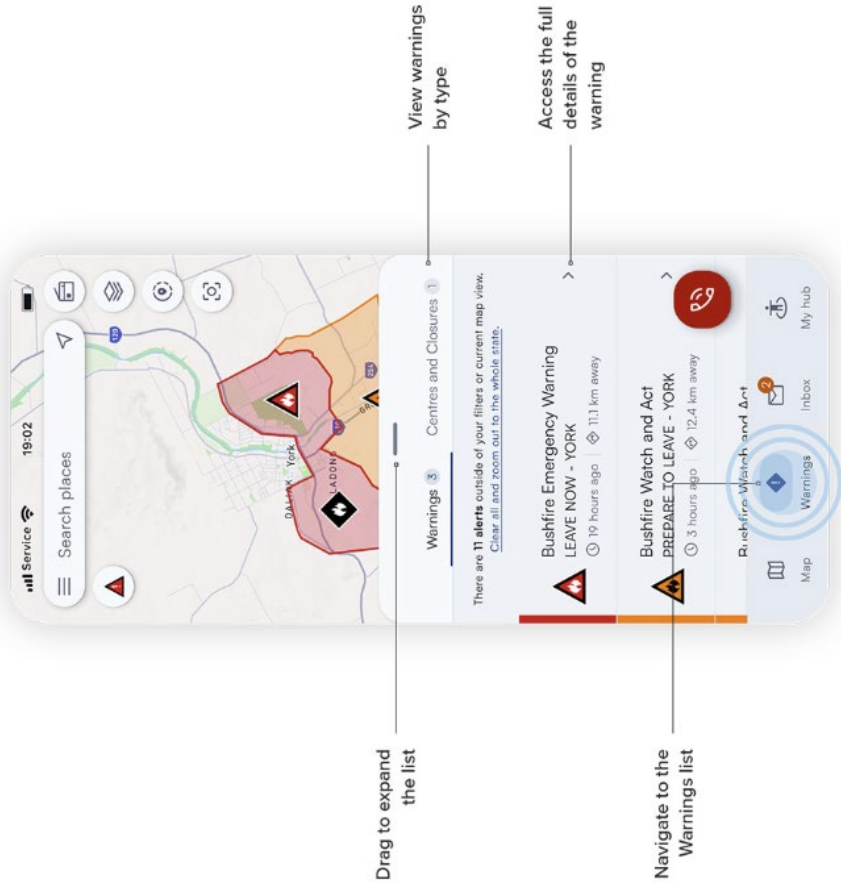
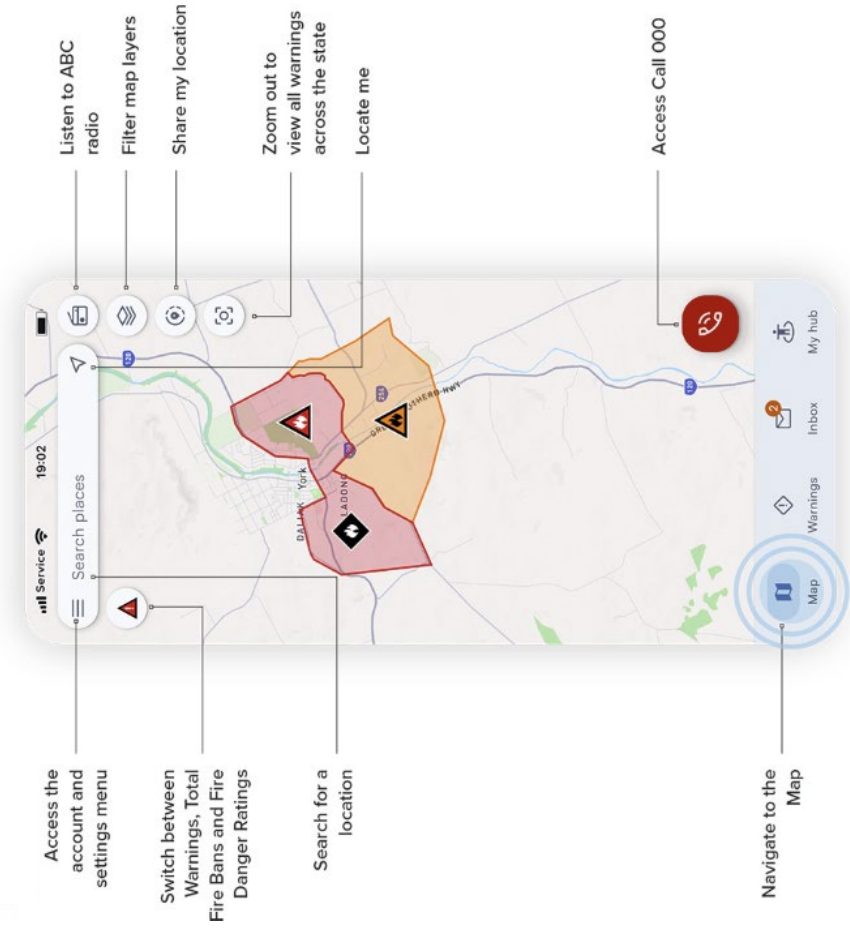
Below the list, there are sections for 'Centres', 'Outages and Closures', 'Incidents', 'Natural Hazards', and 'Prescribed Burns and Bum Offs'. A note states: 'There are 53 warnings & 28 incidents outside of your current map view and/or filters. Zoom out to the whole state.'

The main map area shows a detailed view of the Margaret River region. A warning popup is displayed over the map, containing the following information:

- The following alert has been issued by the Department of Fire and Emergency Services (DFES):**
- TEST WARNING ONLY**
- Issued 31 July 2025 8:27 AM**
- Bushfire Emergency Warning**: LEAVE NOW - BRAMLEY and MARGARET RIVER
- Bushfire Watch and Act**: PREPARE TO LEAVE - BRAMLEY and MARGARET RIVER
- Bushfire Advice**: STAY INFORMED - parts of BRAMLEY
- Buttons for 'Zoom map' and 'See full warning'

The map shows various roads, including Osmington Rd, Gernington Rd, and Perimeter Rd, and landmarks like Woodjup National Park and Margaret River District Hospital.

Emergency WA - app



Emergency WA - app



<https://youtu.be/A0lqj1rsoFw?si=VXeaDndpXSBGpuBa>

New to emergency WA...

My Emergency Plan

- New functionality in emergency WA, My Emergency Plan
 - replacing the My Bushfire Plan (MBP) app and website
 - All hazard emergency planning in one place.
- Prompts to follow your plan when an emergency impacts your area
- Plan sharing
- Integration with watch zones to receive near real-time notifications
- Create multiple plans
- Create and use your plan offline

Challenge

- Use the CPA to help build resilience in your area
- Share opportunities and help build linkages
- Share resources and information
- Take up training opportunities and/or share them with your people
- Consider CLU during incidents
- Consider post-incident events for your community
- Get familiar with emergency WA and the Australian Warning System

Questions?