



SHIRE OF
HARVEY



Local Emergency Management
Committee
Attachments

Monday, 11 December
2023 Australind Chamber
2PM

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Local Emergency Management
Committee Meeting
Minutes

Harvey Council Chamber
Monday, 11 September 2023
2PM

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Local Emergency Management Committee Meeting

Minutes of the meeting of the Local Emergency Management Committee, held on Monday 11 September 2023, in the Harvey Council Chamber, Young Street, Harvey, commencing at 2.00pm.

Official Opening

The Presiding Member, Cr. Gillett opened the meeting at 2.02pm.

1. Attendance

Committee Membership – Voting

Shire President/Presiding Officer	Cr.	Paul	Gillett
Deputy Shire President	Cr.	Michelle	Campbell
Chief Bush Fire Control Officer	Mr.	Wayne	Jackson
Community Emergency Services Manager	Mr.	Nick	Mellowship
Harvey Police	Sgt.	John	Hancock
DFES – District Senior Officer	Mr.	Nick	Elrick
Australind SES – Nominee (or delegate)	Mr.	Matthew	Redmond
Harvey St John Ambulance	Mr.	Paul	Beech
Department of Communities	Ms.	Roma	Boucher

Committee Membership – Non-Voting

Manager/Waste and Safety Services / Local Recovery Coordinator, Shire of Harvey	Mr.	Haydn	Jones
Chief Executive Officer	Mrs.	Annie	Riordan
Acting Director Community Lifestyle	Ms.	Laine	Brown
Director Infrastructure Services	Mr.	Rick	Lotznicker
Manager, Leschenault Leisure Centre	Mr.	Richard	Duke (2.14pm)
Western Power	Mr.	Gary	Smith
Department of Health	Mr.	Barry	Moroney
Water Corporation	Mr.	Cam	Van Veen
Harvey Water	Mr.	Cameron	Norris
Yarloop Police	OIC	Nik	Hamer
Water Corporation	Mr.	Brendon	Jackson

Observer

Harvey St. John Ambulance	Ms.	Suleen	Van Der Westhuizen
South32	Mr	Julian	Martin
NBN	Mr	Ashley	Merrett

2. Apologies

Ms. Erin Hutchins, Emergency Management Advisor, DFES
Mr. David Marshall, Manager, Harvey Recreation and Cultural Centre, Shire of Harvey
Mr. Heath Soutar, Australind Police
Mr. Colin Keys, VFRS – Brunswick
Mr. Afie Jazreen, A/Fire Operations Officer, DBCA
Mr. Ricky Southgate, DFES

3. Confirmation of Minutes

The Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 12 June 2023, are attached hereto.

Recommendation

That the Minutes of Local Emergency Management Committee Meeting held on Monday 12 June 2023, be confirmed as a true and correct record.

Moved: Cr. Michelle Campbell Seconded: Mr. Paul Beech

That the Minutes of the meeting held on Monday, 12 June 2023, be confirmed as a true and correct record.

LEMC 23/03

CARRIED 9/0

4. Presentations/Deputations

Mr. Julian Martin – South32/Worsley Alumina – Tailings Dam Storage Facility Emergency Preparedness and Response Plan.

Mr. Jones thanked Julian for his presentation and has invited a representative of South32 to join the Local Emergency Management Committee.

Mr. Ashley Merrett – Community Ambassador NBN – Explaining how NBN works to provide support during emergency response.

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 Shire of any updates required (refer to ***Confidential Attachment No. 5.1.1***).

5.2. Review any Post – Incident Reports and/or Post – Exercise Reports

Refer to Attachment No. 5.2.1.

5.3. Funding Nominations and Applications Process

AWARE Program

Cr. Campbell enquired at the last LEMC as to whether such funding could be used for community information sessions to include information on fire preparedness and bushfire season requirements. Ms. Hutchins is to investigate the enquiry.

Eligible project categories include 'hosting or facilitating emergency management events or forums such as community engagement /education'. Community information sessions on fire preparedness and bushfire season requirements would be considered under this category. The 2023 Round of the [AWARE Program](#) opened on 16 August and closes on 20 September 2023.

Disaster Ready Fund Round Two 2024-25

The Australian Government has established the Disaster Ready Fund (DRF) which funds projects that build natural disaster resilience and risk reduction. The DRF provides up to \$200 million per year, over the next five years from 2023–2024, and applications for Round Two will open in early 2024.

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

Nil.

5.5. Review of Local Emergency Management Arrangements

A full review of the Local Emergency Management Arrangements (LEMA), Local Recovery Plan (LRP) and appendices was completed in 2022.

In November 2022, a Local Emergency Workshop was held which the Committee members were introduced to the redeveloped LEMA and encouraged to put it to test within a staged discussion exercise. This gave the opportunity for participants to search through the plan for answers, directions plus gain familiarity and seek any further improvements.

The Workshop suggestions for improvements were added to draft LEMA and LRP for final draft.

Ms. Erin Hutchins, District Emergency Management Advisor – South West, has reviewed all the relevant plans and associated appendices. All legislative requirements in relation to the plans have been met.

The Shire sent on 23 August 2023, the latest version of the LEMA, LRP and appendices to Committee members seeking any additional feedback to be provided by 6 September 2023.

The feedback received was minor in nature and amendments have been made in the attachment. The final LEMA and LRP and associated appendices is presented to the Committee for endorsement (refer to **Confidential Attachment No. 5.5.1**).

Recommendation

That the Local Emergency Management Committee recommends that Council adopts the Shire of Harvey Local Emergency Management Plan, Local Recovery Plan and associated appendices.

Moved: Cr. Paul Gillett Seconded: Cr. Michelle Campbell

That the Local Emergency Management Committee recommends that Council adopts the Shire of Harvey Local Emergency Management Plan, Local Recovery Plan and associated appendices.

LEMC 23/04

CARRIED 9/0

5.6. Review Business Plan Strategies and Record Key Achievements

Attached to the agenda is the Business Plan Strategies and record (refer to **Attachment 5.6.1**).

5.7. 1st Quarter Meeting

5.7.1. Local Government Exercise Schedule

The exercise schedule for 2023–2024 is still to be developed.

5.7.2. Seasonal Review post storm season and early fire season preparedness

DFES presentation.

6. General Business

6.1. DFES Report

The DFES Report has been forwarded by Mr. John Carter (**Refer to Attachment No. 6.1.1**).

6.2. DFES District Emergency Management Advisor Report

Nil

6.3. Department of Communities

The Department of Communities Report has been forwarded by Ms. Roma Boucher (refer to **Attachment No. 6.3.1**).

6.4. DFES – Mr. Nick Elrick

SES training event this coming weekend at the Old Harvey Golf Course – Friday through to Sunday.

6.5. Harvey St. John's Ambulance – Mr. Paul Beech

Mr. Beech will be stepping down St John WA Harvey Sub Centre Chairperson and therefore this will be his last meeting as a member of this committee. Ms. Suleen Van Der Westhuizen will be the new Manager from the 14 October 2023. St John WA Harvey will be a 'Hybrid' Centre which is a mixture of paramedics and volunteers servicing the community. Mr. Beech believes that this will be a great outcome for the community of Harvey.

Cr. Gillett thanked Mr. Beech for his service to the community and this Committee.

6.6 Shire of Harvey – Haydn Jones

Mr. Jones thanked Cr. Paul Gillett, Chair of the LEMC, for his support and efforts in this role and wished him all the best for the future.

Cr. Gillett thanked Mr. Jones and the Committee members and their good work and that he has enjoyed his time at the Shire of Harvey.

7. Next Meeting

The next meeting of the Local Emergency Management Committee will be held on Monday 11 December 2023 at the Australind Council Chamber, Mulgara Street, Australind, commencing at 2.00pm.

8. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 2.53pm.



Local Emergency Management Committee **Attachments**

Monday, 11 September 2023
Harvey Chamber 2PM

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POST EXERCISE REPORT
EXERCISE “PERREN ROAD BUSHFIRE”
SHIRE OF HARVEY – LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

EXERCISE SUMMARY

On Monday 13th June, 2023, the Department of Fire and Emergency Services (DFES) facilitated a 1.5 hour discussion exercise with the Shire of Harvey Local Emergency Management Committee (LEMC). Exercise “Perren Road Bushfire” aimed to build collaborative education and awareness related to the preparedness and response management as a result of a significant bushfire incident.

The objectives of the exercise were;

- To better understand the purpose of an ISG;
- To understand the role and responsibilities of various organisations within the ISG; and
- To validate the sharing of critical incident information.

Participants were advised that an uncontained and uncontrolled bushfire on Perren Road, Wellesley, in the Shire of Harvey had started about 0800hrs on Tuesday 6th December. The cause of the fire was unknown. The weather was hot with strong east-south-east winds and the fire was moving fast in a north-west direction. An unknown number of farming properties on Perren Road may have been impacted. Transfer of control of the bushfire was handed to DFES at 1000hrs. The fire was projected to impact Kemerton Industrial Park in three hours and Leschenault in six hours.

An Incident Support Group (ISG) meeting had been requested by the Incident Controller.

In the first phase of the exercise, participants were given an opportunity in small groups to discuss the possible impacts/concerns on their agency/organisation, information they think they may need to advise the Incident Controller (IC) in an ISG to assist them in their response to the incident as well as consideration of what information each agency/organisation may need from the IC. Following, the group reconvened and a round table discussion enabled each agency/organisation to share any insights with the whole committee.

The second phase saw the LEMC run through an ISG meeting using the scenario that had just been discussed in detail. The IC addressed the group and using existing ISG templates, the Chair ran through the meeting.

The final phase of the exercise was a ‘hot’ debrief that enabled all participants to ask any final questions, as well as provide feedback and information on the exercise including;

- What worked well;
- What didn’t work well; and
- What, if any, actions are required.

As a result, the following highlights, outcomes and actions were identified throughout the exercise and ‘hot’ debrief.

HIGHLIGHTS

1. Agencies were knowledgeable in relation to their own agency business and processes.



2. The Local Recovery Coordinator (LRC) participated in the exercise, highlighting that the Shire of Harvey are aware the LRC should be involved from the initial ISG.
3. Participants sitting on the ISG had the authority to make decisions on behalf of their agency.
4. Many participants had great knowledge and awareness of the Shire of Harvey, including the incident area.

OUTCOMES

1. A number of agencies impacts and response actions had the possibility to cause further disruption and impacts to other agencies and industry that were not originally considered.
2. Although invited to participate in the exercise, it was recognised that missing agency involvement left questions unanswered.
3. Management of the evacuation of many industry employees surrounded by the impact zone needs further consideration.
4. Unfamiliar process of an ISG meeting. It was requested more opportunities to exercise current practices, especially with changing LEMC membership.
5. More time allocated for the exercise is required.
6. Opportunity to run through an ISG for recovery management, including Impact Assessment.
7. Questions raised about including online technology to run ISG meetings outside of normal hours to ensure greater agency participation.

ACTIONS

1. This report to be tabled at the next meeting of the LEMC for further detailed discussion and action as appropriate.
2. Consider running through mock ISG meetings annually through the LEMC, including opportunities to participate in an ISG virtually, to test the reliability of technology as well as keeping participants familiar in its use.
3. Consider running an exercise that gives participants the opportunity to run through an ISG for recovery management, including Impact Assessment.
4. Workshop agency impacts and response actions due to an incident and further disruption and impacts to other agencies and industry that this may cause to ensure strategies to manage this are in place.
5. Examine the possibility of holding an exercise using a similar scenario to test the evacuation of a large number of industry employees throughout the Kemerton Industrial Park.
6. Consider future exercises be scheduled with sufficient time.

ATTENDANCE SHEET

NAME	AGENCY
Roma Boucher	Department of Communities
John Hancock	WA Police – Harvey
Chris Booteloup	Tronox









Richard Duke	Shire of Harvey – LLC
David Marshall	Shire of Harvey – HRCC
Heath Soutar	WA Police – Australind
Cameron Norris	Harvey Water
Brendan Jackson	Water Corporation
Ken Hart	St John Ambulance
Gary Smith	Western Power
Kirstie Davis	Shire of Harvey
Michael Papalia	Shire of Harvey – CBFCO
Darren Harvey	Department of Biodiversity, Conservation & Attractions
Robin Van Rensburg	Wester Power
Sam Ramsay	National Emergency Management Agency
Haydn Jones	Shire of Harvey
Cr Michelle Campbell	Shire of Harvey
Erin Hutchins	Department of Fire & Emergency Services
Ricky Southgate	Department of Fire & Emergency Services
Rowan Hunter	Department of Fire & Emergency Services

Prepared by Erin Hutchins
District Emergency Management Advisor – South West
Department of Fire and Emergency Services





Local Emergency Management Committee Business Plan 2023-2024

Shire of Harvey – 1st Quarter

SEMC VISION
A better prepared, more resilient and safer state

SEMC Strategic Plan	LEMC Action	Status	Comment
Effective Governance			
Contemporary and integrated EM framework with well-defined roles and responsibilities maintained by rigorous oversight.	<ul style="list-style-type: none"> Local Emergency Management Arrangements (LEMA) are established, maintained and reviewed in accordance with State Emergency Management (EM) Procedure 7. 		
	<ul style="list-style-type: none"> Local Emergency Management Committee (LEMC) Chair and Executive Officer is appointed from local government in accordance with State EM Procedure 7. 		
	<ul style="list-style-type: none"> LEMC meetings business is administered in accordance with State EM Procedure 7. 		
	<ul style="list-style-type: none"> LEMC Executive Officer provides the Annual Report and Business Plan to the District Emergency Management Committee (DEMC) executive officer in accordance with State EM Procedure 7. 		
	<ul style="list-style-type: none"> LEMC contact details are validated quarterly and resource register are validated annually as a minimum. 		
	<ul style="list-style-type: none"> A Memorandum of Understanding (MOU) for EM district assistance is considered. 		

	On Track		Off track Minor Issue		Significant Issues Action Required		Not yet started
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SEMC Strategic Plan	LEMC Action	Status	Comment
Effective Governance			
Information about Hazards, risks and consequences is widely accessed, trusted and applied.	<ul style="list-style-type: none"> A local risk assessment is completed, with a risk register incorporated in the LEMA in accordance with State EM Procedure 8. 		Being reviewed as part of the new LEMA
	<ul style="list-style-type: none"> Local risk treatments are identified and reported to the DEMC. 		Being reviewed as part of the new LEMA
Strengthened engagement around Critical Infrastructure*	<ul style="list-style-type: none"> Critical infrastructure is captured in the LEMA where practical. 		Being reviewed as part of the new LEMA
	<ul style="list-style-type: none"> Potential local government strategies to maintain service continuity in the event of an emergency are included in Business Continuity Planning arrangements. 		

*key transport infrastructure and utilities required for community health, economic production and effective management of emergencies

	On Track
	Off track Minor Issue
	Significant Issues Action Required
	Not yet started

SEMC Strategic Plan	LEMC Action	Status	Comment
Resilient Community			
Strong Relationships enable informed decision-making and local leadership	<ul style="list-style-type: none"> LEMC membership is contemporary and reflects the demographics of the community, including diversity in the social, environmental, economic and vulnerable elements in the community in accordance with State EM Procedure 7. LEMC corresponds with DEMC on emerging and current issues in emergency management. 	●	
Collaborative and coordinated arrangements support locally led recovery and adaptation	<ul style="list-style-type: none"> A local recovery plan is established, maintained and exercised in accordance with State EM Procedure 8. A Local Recovery Coordinator is identified, trained and where possible experienced in accordance with State EM Procedure 8. A recovery resource MOU is considered between local governments within an EM district. 	●	
Reduce vulnerability and build resilience to cope with and adapt to consequences of hazards.	<ul style="list-style-type: none"> Investigate emergency management funding opportunities to improve resilience in communities. 	●	Funding available but limited resources to apply and action.
Understand risk and have plans to maintain service delivery to the community.	<ul style="list-style-type: none"> New and emerging risks are established at LEMC meetings and incorporated in LEMA where possible. 	●	Being reviewed as part of the new LEMA

● On Track	● Off track Minor Issue	● Significant Issues Action Required	● Not yet started
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SEMC Strategic Plan	LEMC Action	Status	Comment
Capable Sector			
Capability to respond to our risks and vulnerabilities across the state is strengthened.	<ul style="list-style-type: none"> LEMC members participate in district or state level multi-agency exercises where possible. Capability data is reported annually for the State Emergency Management Committee (SEMC) state emergency management capability survey. 	 	
Public communications systems and technologies are optimised for risk and context.	<ul style="list-style-type: none"> Local communication strategies are incorporated in the LEMA where appropriate. 		Being reviewed as part of the new LEMA
The EM sector exercises and learns in order to continually improve	<ul style="list-style-type: none"> The LEMC exercises annually in accordance with State EM Policy 4.8.3 and the Western Australia Managing Exercises Guideline. Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with State EM Policy 4.10. Develop a post-exercise report following all exercises in consultation with participants and submit to the DEMC as soon as practicable after the exercise. 	  	Schedule to be developed
Knowledge and networks are built through regular sector-wide training and development	<ul style="list-style-type: none"> LEMC members attend regular emergency management training and professional development opportunities where possible. 		

	On Track		Off track Minor Issue		Significant Issues Action Required		Not yet started
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Local Emergency Management Committee Projects and Initiatives

Project Name	Host Agency	Project Description	Status	Comments
			○	
			○	

 On Track	 Off track Minor Issue	 Significant Issues Action Required	 Not yet started
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Department of Fire and Emergency Services Report for the Shire of Harvey Local Emergency Management Committee

Monday 11 September 2023

STORM SEASON 2023

The region is yet to experience any significant storms this winter season with only a small number of RFAs for water ingress and flooding.

CLIMATE OUTLOOK (issued 17 August 2023)

- For September to November, rainfall is likely (60 to 80% chance) to be below median for large parts of northern Australia, increasing to likely to very likely (60% to greater than 80% chance) below median for south-west and south-east Australia.
- For September to November, above median maximum temperatures are very likely (greater than 80% chance) for almost all of Australia.
- For September to November, minimum temperatures are likely (60 to 80% chance) to be warmer than median for most of Australia, with chances increasing to very likely (greater than 80% chance) for western and eastern areas.
- The long-range forecast is influenced by several factors, including likely El Niño development, potential positive Indian Ocean Dipole development, and record warm oceans globally.

AFAC SEASONAL BUSHFIRE OUTLOOK FOR SPRING 2023

Significant areas of southern WA are experiencing below average relative root zone soil moisture and the drier and warmer than average spring forecast will likely increase these root zone soil moisture deficits. Reduced relative root zone soil moisture will likely result in the earlier curing of grasslands and the increased surface fuel availability within woody vegetation in late spring compared to an average year. The forecast drier and warmer than average spring forecast for southern WA has the potential to impact planned burning opportunities in some areas, and bushfires in late spring may be more difficult to suppress due to higher surface fuel availability.

WAFES CONFERENCE 2023

The WAFES Conference will be held on Friday 8th and Saturday 9th September. The theme for this year's conference is *Working together to make a difference*. It highlights how working together at all levels across all services and all agencies, we not only create a safer State but also make a difference in the lives of the Western Australian community. Keynote speakers

include Justin Langer, Australia Test cricketer and coach, and Rabia Siddique, international humanitarian lawyer, retired British Army senior officer, former war crimes and terrorism prosecutor and hostage survivor.

BUNBURY HOSPITAL EXERCISE

An exercise will be held at the Bunbury Hospital on Wednesday 4th October to test the hospitals emergency response procedures during a bushfire. CFRS, VFRS and local BFBs will also practice setting up an ember defence around the hospital precinct.

TSUNAMI EXERCISE

Geoscience Australia and DFES are collaborating preliminary tsunami inundation modelling for the Bunbury to Busselton area. An international tsunami exercise for Indian Ocean nations—ioWave 23 is planned for 18th October 2023 – the South West part of the exercise will likely be a ~3 hour desktop exercise.

COMBINED EMERGENCY SERVICES LEGISLATION

The draft combined emergency services legislation should be out for public consultation before the end of the year. There will be an opportunity to provide feedback with the final legislation not likely to be implemented until at least 2025.

John Carter

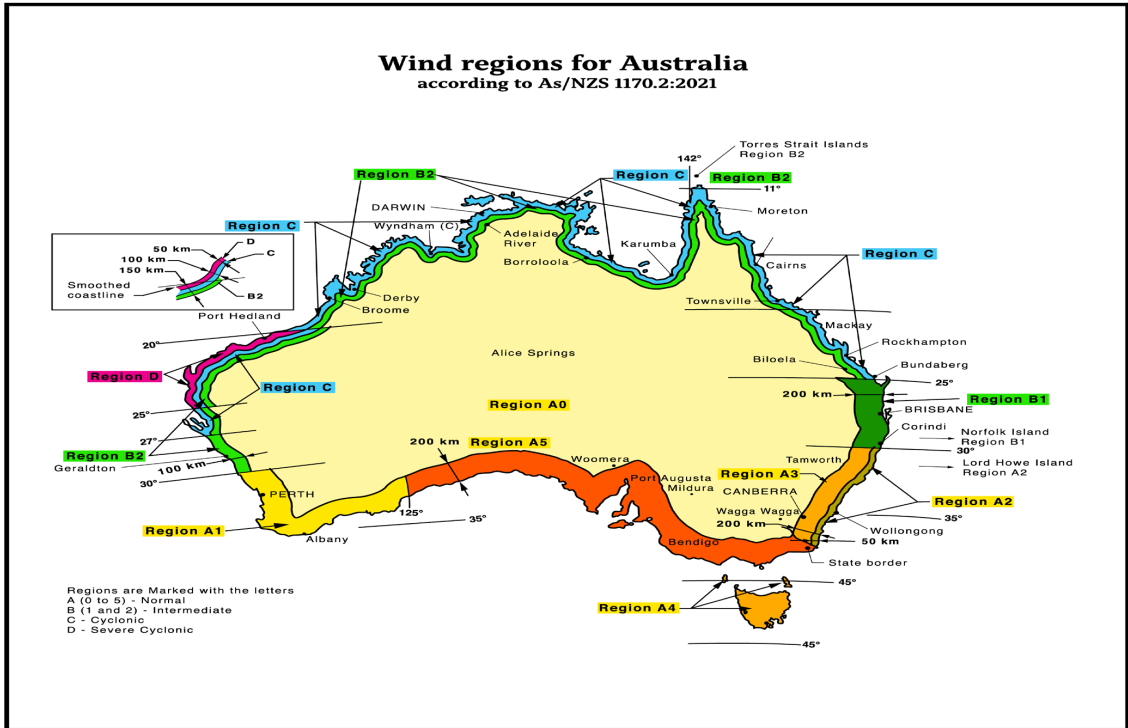
District Officer Emergency Management



**SHIRE OF HARVEY - LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency:			
Department of Communities – Emergency Relief and Support (Communities)			
Report prepared by:	Roma Boucher	Position:	DESO, SW
Date: Quarter 1 - July to September 2023 inclusive			
LEMC Meeting: 11 September 2023			
Report:			
<ul style="list-style-type: none"> • Review of the State Support Plan - Communities have now successfully completed a comprehensive review and rewrite of the Support State Support Plan – Emergency Welfare (Interim). The draft State Support Plan – Emergency Relief and Support (the State Support Plan) has been endorsed by the SEMC Response Policy Sub-Committee and will be presented to the SEMC for approval on 4 October 2023. • Capability Audit – Communities has procured Nous Group to conduct an audit of Western Australia’s emergency relief and support capability. Communities is engaging with its community sector partners via the State Welfare Emergency Committee and the State Welfare Emergency Committee – Operations to seek their input into the audit. • Disaster Victim Identification (DVI)/Mass Fatality – Communities is engaging with WAPOL and the State Coroner’s Office to strengthen its response to a potential major emergency, where mass DVI processes are required. • Audit of Evacuation Centres - DESOs have been requested by our head office to do a comprehensive review of our statewide evacuation centres by 30 November 2023. We have an updated form and will also need to notate the wind region in relation to when the building was built to determine cyclone suitability. Note: I wouldn’t anticipate any buildings in the south west to have a cyclone rating. Fyi – I’ve attached the map of Wind Regions for Australia according to As/NZs 1170.2:2021 <ul style="list-style-type: none"> ○ It has been decided we will remove all secondary or alternative potential evacuation centres from the Local Emergency Welfare Plans (LEWPs), particularly where there are no ablutions (toilets and/or showers) at the facilities. I have previously kept the detail in the plans as these facilities would be useful as recovery/one stop shop type facilities, i.e. no overnight requirements and as an activation decreases. The details of these facilities can be included in your LEMAs/Recovery plans and would be provided by the Local Government as appropriate to the community needs. • Training, Exercises, Webinars - On going welfare centre training will be provided to department staff and interest stakeholders will be planned this quarter, dates to be advised. 			
Response to the Kimberley Floods			
<ul style="list-style-type: none"> • The Department of Communities (Communities) is providing emergency relief and support services to residents impacted by the Kimberley Floods. • As of 04 July 2023: <ul style="list-style-type: none"> ○ 90 people are currently in Phase 1 Temporary Accommodation. ○ Since the Disaster Response Hotline (DRH) opened on the 11 January 2023 until 4 July 23, Communities has responded to a total of 1,936 calls for assistance. ○ Communities has assisted DFES with the activation of 302 Premier’s Grants cards. ○ 27 Category 3 Assistance applications have been initiated. Two have been approved, two not approved and two have been withdrawn and are not eligible. 			




Wind regions for Australia according to As/NZS 1170.2:2021








Local Emergency Management Committee Business Plan 2023-2024

Shire of Harvey – 2nd Quarter

SEMC VISION
A better prepared, more resilient and safer state





SEMC Strategic Plan	LEMC Action	Status	Comment
Effective Governance			
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Strengthened engagement around Critical Infrastructure*	<ul style="list-style-type: none"> Local risk treatments are identified and reported to the DEMC. 		As part of the new LEMA
	<ul style="list-style-type: none"> Critical infrastructure is captured in the LEMA where practical. 		As part of the new LEMA
	<ul style="list-style-type: none"> Potential local government strategies to maintain service continuity in the event of an emergency are included in Business Continuity Planning arrangements. 		

*key transport infrastructure and utilities required for community health, economic production and effective management of emergencies

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Understand risk and have plans to maintain service delivery to the community.	<ul style="list-style-type: none"> New and emerging risks are established at LEMC meetings and incorporated in LEMA where possible. 		Part of the new LEMA

 On Track	 Off track Minor Issue	 Significant Issues Action Required	 Not yet started
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	<ul style="list-style-type: none"> The LEMC exercises annually in accordance with State EM Policy 4.8.3 and the Western Australia Managing Exercises Guideline. 		
The EM sector exercises and learns in order to continually improve	<ul style="list-style-type: none"> Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with State EM Policy 4.10. 		Annual exercise to be developed for June 2024.
	<ul style="list-style-type: none"> Develop a post-exercise report following all exercises in consultation with participants and submit to the DEMC as soon as practicable after the exercise. 		
Knowledge and networks are built through regular sector-wide training and development	<ul style="list-style-type: none"> LEMC members attend regular emergency management training and professional development opportunities where possible. 		

	On Track		Off track Minor Issue		Significant Issues Action Required		Not yet started
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Local Emergency Management Committee Projects and Initiatives

Project Name	Host Agency	Project Description	Status	Comments
			○	
			○	

● On Track	● Off track Minor Issue	● Significant Issues Action Required	● Not yet started
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Department of Fire and Emergency Services Report for the Shire of Harvey Local Emergency Management Committee

Monday 11 December 2023

STAFFING

- District Officer Brian Penman will be covering John Carter until February 2024. Contact 0457 872 938 or Brian.Penman@dfes.wa.gov.au.
- Erin Hutchins permanent appointment to DFES District Emergency Management Adviser.

CLIMATE OUTLOOK

- The long-range forecast for Australia indicates warmer than average conditions are likely across most of Australia from November to January and below median rainfall for much of western, northern and southern Australia.
- Lower than average rainfall and higher than average temperatures has caused early fuel curing and soil moisture dryness, and resulted in increased bushfire behaviours in the South West region. DFES commenced High Threat Period actions on the 9 November to align with the increased risks. The normal nominated start time for the HTP is the first Thursday in December.
- Local Government Areas in the DFES SW region have bought forward the Prohibited Burning Period because of the increase in adverse fire conditions.
- DFES bought forward aircraft contracts for some of the State Aerial Firefighting Fleet to commence 25 October.

DFES SW REGION BUSHFIRE SEASON PREPARATION

- **Kemerton Bushfire Exercise**

Bushfire Exercise conducted 19 October. The scenario was based on a fire originating near the Kemerton Industrial Area.

- **South West Health Campus Bushfire Exercise**

A bushfire exercise was conducted with the SW Health Campus on the 11 October. The aim was to practice the SWHC response to bushfire and coordination with DFES.

- **Pre-Season Bushfire Briefing**

The South West Regional pre-season bushfire briefing for Volunteer Bushfire and Volunteer Fire and Rescue leaders was to be held at the Bunbury Regional Entertainment Centre 10th November 2023 but had to be cancelled due to fire activity in the region.

- **Inter-Agency Forum**

DFES South West and Lower South West held an inter-agency forum with WA Police, DBCA and Forrest Products Commission to discuss preparations for the coming bushfire season on the 16th November at the Sanctuary Golf Resort.

Brian Penman

District Officer Emergency Management – South West

DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
2nd Quarter 2023-2024

STATE NEWS

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 4 October 2023. SEMC Communiques can be found [here](#).

2023 SEMC MEETING SCHEDULE

- December 2023

STATE EMERGENCY MANAGEMENT DOCUMENTS

The SEMC has approved and published two new State emergency management documents, the **State Support Plan – Emergency Relief and Support** and the **Local Emergency Management Committee Handbook**.

State Support Plan – Emergency Relief and Support

Several key changes were made to the Plan including;

- The change to terminology from 'welfare' to 'emergency relief and support' and welfare centre' to 'evacuation centres'.
- Greater clarity of the emergency relief and support services provided within the six functional domains.
- Greater clarity of Communities role in supporting Disaster Victim Identification services in respect to a major emergency.
- Greater clarity of Communities role as the State agency responsible for leading the social domain in the recovery phase of an emergency.

Please review your internal emergency management documents to reflect new terminology used within the Plan.

Local Emergency Management Committee Handbook

The LEMC handbook provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.

The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the [SEMC website](#).

CONSULTATION REQUESTS

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

State Hazard Plan – HAZMAT

The State Hazard Plan – HAZMAT provides an overview of arrangements for the management of the actual or impending release or escape of a chemical, radiological or other substance that is capable of causing loss of life, injury to a person, or damage to the health of a person or the environment in Western Australia. The Plan contains information on prevention, preparedness, response and initial recovery. The FES Commissioner is the Hazard Management Agency for the hazards of actual or impending spillage, release or escape of a chemical, radiological or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment.

DFES has completed a comprehensive review of the State Hazard Plan - HAZMAT. The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions, queries or comments you have in relation to this Plan.

Please submit your feedback by COB 12 January 2024.

State Hazard Plan – Energy Supply Disruption

The State Hazard Plan – Energy Supply Disruption provides an overview of emergency management arrangements for the hazards of gas, liquid and electricity disruptions. It describes prevention/mitigation of, preparedness for, the response to, and the initiation of recovery arrangements following a disruption, or simultaneous disruptions to energy supplies. The Coordinator of Energy is the Hazard Management Agency (HMA) for gas, liquid fuel and electricity supply disruptions.

Energy Policy WA has completed a comprehensive review of the State Hazard Plan - Energy Supply Disruption. The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions, queries or comments you have in relation to this Plan.

Please submit your feedback by COB 5 January 2024.

DISTRICT NEWS

The last meeting of the **District Emergency Management Committee (DEMC)** was held on Tuesday 10 October 2023. The next meeting of the DEMC will be held on Tuesday 19 March 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 with LEMA reviews.

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](#).

Disaster Ready Fund

DRF Round Two is expected to open for applications in early 2024. Further information on the timeframes, Guidelines and application process will be made available once the Australian Government announces Round Two.

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](#).

Complied by:
District Emergency Management Advisor – South West
Department of Fire and Emergency Services
As at 30 November 2023



Regional Officer, Emergency Relief and Support – Shire of Harvey LEMC update 11 December 2023

In the event of an emergency please call the All Hazards - State On-Call Coordinator on 0418 943 853, this number is manned 24/7.
emergencyservices@communities.wa.gov.au. **(Not for public distribution)**
Meetings, exercise details or information request can be emailed to
sharon.austin@communities.wa.gov.au

Current Situation and Enhancements:

- The Department of Communities' Emergency Relief and Support Directorate (ERS) has been proactively implementing various initiatives to strengthen our capacity and capability in handling emergencies.
- These efforts are a part of our comprehensive preparedness strategy across the state, ensuring readiness for the 2023-24 high threat season.

Funding and Resource Enhancement:

- In late 2022, the Department of Treasury sanctioned additional funding to bolster the resource capacity of the ERS to 36 full-time equivalents (FTE).
- Recruitment for these positions is now underway.
- The majority of these positions are expected to be operational by December 2023.

Response to Advanced High Threat Season:

- On 9 November 2023, the Department of Fire and Emergency Services (DFES) advised that the onset of the high threat bushfire season had been advanced from 1 December to 9 November 2023.
- In response, Communities has activated the summer Early Response Team (ERT) roster effective from November 9. This includes the integration of two additional ERT staff members per on-call team, enabling a more efficient response to state-wide activations.

Emergency Management Preparedness:

1. Operational Planning:

- Communities is actively seeking involvement from staff across the State to join the Emergency Activation Workforce, enhancing our capability during high threat periods.
- Emergency management responsibilities have been incorporated into the job descriptions of all Communities staff.

2. Equipment and Logistics:

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- The ERS completed a state-wide audit of emergency management equipment, resulting in several improvements:
 - Standardization of the emergency vehicle fleet and emergency response equipment in vehicles and trailers.
 - Acquisition of four additional emergency relief and support response trailers, raising the total to 22 across the state.
 - Enhancement of emergency management reserve stock and establishment of additional regional storage locations with essential emergency equipment.
- 3. Evacuation Centre Audit:**
- In collaboration with Local Governments and emergency management agencies, Communities is identifying and assessing suitable evacuation centres state-wide.
 - We have enhanced our evacuation centre risk assessment process and commenced a state-wide audit of these centres for better-informed risk assessment during emergency incidents.
- 4. Exercises, Training, and Partner Engagement:**
- ERS has been conducting Evacuation Centre Training and Desktop Exercises across the state, focusing on effective response and support during regional emergency events.
 - In October 2023, we facilitated a Desktop Exercise with 27 partner organisations to test how Communities could work in a coordinated way with State and Local partner agencies to respond to the needs of impacted people and communities in the response and recovery phases of an emergency.
 - ERS also supported the DFES Dunsborough and Surrounds Community Preparedness Roadshow, delivering Person-Centred Emergency Preparedness workshops targeted to community sector partners and people with complex needs.
- 5. State Support Plan:**
- Following the State Emergency Management Policy, a statutory five-year review of the State Support Plan has been completed.
 - Based on feedback received, the plan has been renamed to 'State Support Plan – Emergency Relief and Support'.
 - The State EM Policy Branch at DFES has updated the State EM Framework documents, including revisions to welfare references and other consequential amendments.
 - Local Emergency Relief and Support Plans (formerly Local Emergency Welfare Plans) are being updated to reflect the new terminology.
- 6. Capability Audit:**
- Communities commissioned Nous Group to conduct an audit to establish the baseline capability of the Emergency Relief and Support sector in WA, with a view to identifying critical capability gaps across the state.
- 7. Lessons Learned:**
- Following the Kimberley Floods, Communities has embarked on a Lessons Learned project. This initiative is vital for enhancing our operational accountability, continuous improvement, and strengthening our systems for future responses.