



SHIRE OF
HARVEY



Local Emergency Management Committee **Attachments**

Monday, 12 June 2023
Australind Chamber
2PM

Local Emergency Management Committee Meeting 12 June 2023 Attachments

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Local Emergency Management
Committee Meeting
Minutes

Harvey Council Chamber
Monday, 13 March 2023
2.00pm

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Shire of Harvey

Local Emergency Management Committee Meeting

Minutes of the meeting of the Local Emergency Management Committee, held on Monday 13 March 2023, in the Harvey Council Chamber, Young Street, Harvey, commencing at 2.04pm.

Official Opening

The Presiding Member, Cr. Gillett opened the meeting at 2.04pm.

Cr. Gillett welcomed Erin Hutchins, District Emergency Management Advisor, South West, who is acting in the period of 12 months.

1. Attendance

Committee Membership – Voting

Shire President/Presiding Officer	Cr.	Paul	Gillett
Deputy Shire President	Cr.	Michelle	Campbell
Community Emergency Services Manager	Mr	Jason	Maddern
Harvey Police	Sgt.	John	Hancock
Australind Police	Sgt.	Heath	Soutar
DFES - District Officer Emergency Management	Mr.	John	Carter
Harvey SES – Nominee (or delegate)	Mr.	Todd	Verrall
Harvey St John Ambulance	Mr.	Paul	Beech
Department of Communities	Ms.	Renee	Flaxman

Committee Membership – Non-Voting

Chief Executive Officer	Ms.	Annie	Riordan
Manager/Waste and Safety Services / Local Recovery Coordinator, Shire of Harvey	Mr.	Haydn	Jones
Manager, Harvey Recreation & Cultural Centre/Acting Director Community Lifestyle	Mr.	David	Marshall
Manager, Leschenault Leisure Centre	Mr.	Richard	Duke
Acting DFES Emergency Management Advisor	Ms.	Erin	Hutchins
Harvey Water	Mr.	Cameron	Norris
Yarloop Police	OIC	Nik	Hamer
Water Corporation	Mr.	Brendon	Jackson
Administration – Waste and Safety Services, Shire of Harvey	Ms	Nicole	Beauclarke

2.00pm –
2.35pm

2. Apologies

Kirstie Davis – Director Community Lifestyle, Shire of Harvey.
Garry McAneny – DFES District Officer, Wellington.
Rick Lotznicker – Direct Infrastructure Services, Shire of Harvey.
Michael Papalia, Chief Bush Fire Control Officer, Shire of Harvey.

3. Confirmation of Minutes

The Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 12 September 2022, are attached hereto (**Refer to Attachment 3.1.**).

Recommendation

That the Minutes of Local Emergency Management Committee Meeting held on Monday 12 September 2022, be confirmed as a true and correct record.

The meeting scheduled to be held on Monday 12 December 2022 was not held due to lack of a quorum.

Moved: Michelle Campbell

Seconded: Paul Beech

That the Minutes of the meeting held on Monday, 12 September 2022, as attached, be confirmed as a true and correct record.

LEMC 23/01

CARRIED 9/0

4. Presentations/Deputations

Nil.

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 CESM of any updates required (**Refer to Confidential Attachment No. 5.1.1**).

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

The Shire held, in November 2022, a Harvey Local Emergency Management Arrangements Discovery and Emergency Exercise.

The workshop and exercise was facilitated by Lewis Winter and Chris Widmer with assistance from Melissa Howard.

The Harvey LEMA morning and afternoon workshops were well attended with over 20 persons attending each session. The project report is attached (**Refer to Attachment 5.2.1**).

This event was funded through the All Western Australian's Reducing Emergencies (AWARE) Program.

OIC, Nik Hamer, Yarloop Police, entered the meeting at 2.09pm

5.3. Funding Nominations and Applications Process

Nil.

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

Nil.

5.5. Review of Local Emergency Management Arrangements

A copy of the draft 2023 Local Emergency Management Arrangements and draft Recovery Plan will be circulated to members after this meeting. This will be the final consultation process prior to presentation at the June 2023 LEMC Meeting.

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. First Quarter Meeting

5.7.1. Local Government Exercise Schedule

Mr. John Carter advised DFES is working with the Shire of Harvey to develop a desktop exercise that will be held after the scheduled LEMC meeting on Monday 12 June 2023. The exercise will involve a bushfire scenario that would potentially threaten industry, residential areas and major road networks.

Information relating to the exercise will be forwarded to agencies prior to the next LEMC Meeting.

5.7.2. Seasonal Review

Mr John Carter tabled the Seasonal Review. (**Refer to Attachment No. 6.1.1**).

6. General Business

6.1. DFES Report

Mr. John Carter tabled the DFES Report. (**Refer to Attachment No. 6.1.1**).

6.2. DFES District Emergency Management Advisor Report

Erin Hutchins tabled the DFES Emergency Management Advisor's Report (**Refer to Attachment No. 6.2.1**).

6.3. Department of Communities

Renee Flaxman tabled the Department of Communities' Report (**Refer to Attachment No. 6.3.1**).

6.4 Harvey Police Report

Sergeant Hancock recognised the great work of the St John Ambulances in Harvey and Waroona.

6.5 Water Corporation Report

Mr. Brendon Jackson advised that anti-social behaviour at the local dams over the summer season has been lower than previous years, however there is an issue with illegal dumping, particularly of white goods and mattresses.

Haydn Jones reported that a meeting was held between agencies, who have worked together with a positive outcome in alleviating anti-social behaviour at the dams.

6.6 Cr. Michelle Campbell - Shire of Harvey

Cr. Campbell enquired whether the Prohibited fire season had been extended in the Shire of Harvey and if so had this been advertised.

Mr. Haydn Jones advised that the Prohibited season had been extended until 28 March 2023 (midnight) and the extension will be advertised in the Harvey Reporter, Tuesday 14 March 2023, the Shire Website and e-mails have been sent to neighbouring Shires and Shire of Harvey Bush Fire Brigades.

6.7 Harvey Recreation & Cultural Centre Report

David Marshall thanked the Harvey Police, Harvey St Johns and Harvey Fire Rescue for being on standby in the case of any emergencies that may have arisen. David was happy to report no emergency situations have occurred.

7. Next Meeting

The next meeting of the Local Emergency Management Committee will be held on Monday 12 June 2023 at the Australind Council Chamber, Mulgara Street, Australind, commencing at 2.00pm.

The Bushfire Scenario Exercise will be held at the conclusion of the meeting (***Refer to Item 5.7.1.***).

Cr Gillet reported that Jason Maddern, Shire of Harvey Community Emergency Services Manager was leaving the employment of the Shire of Harvey and wished Jason all the best for the future.

8. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 2.35pm.

Local Emergency Management Committee Meeting Agenda March 2023 Attachments

6. General Business

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Department of Fire and Emergency Services Report for the Shire of Harvey Local Emergency Management Committee

Monday 13th March 2023

BUSHFIRE SEASON 2022/23

It has been an active bushfire season with a number of small to medium bush across the South West Region. A significant lightning event on the night of Monday 9th January caused over 35 fires in the South West Region. A rapid response by all brigades/groups/units (BGUs) and agencies ensured that the impacts of the fires was kept to a minimum with no reported losses as a result.

The lightning event caused a number of fires in adjoining DFES regions which BGUs supported over a number of days.

Thank-you to all the volunteers and agencies for their response over the bushfire season.

KIMBERLEY FLOOD

Ex-Tropical Cyclone Ellie crossed into Western Australia from the Northern Territory on 28 December 2022, as a slow moving tropical low. The low slowly tracked west across the Kimberley region resulting in significant rainfall and major flooding across the region. Several towns and communities, the road network and other infrastructure and local industry have been severely impacted. Thank you to those volunteers and agencies who have assisted in this protracted response and recovery operation which is likely to extend into several months.

WA TSUNAMI INUNDATION MODELLING PROJECT

DFES together with Geoscience Australia has commenced Stage 2 of the WA Tsunami Inundation Modelling Project. In 2023 modelling will be completed for the area Bunbury to Busselton with the final product being a series of inundation maps for each local government area. DFES will work with the LGs during the production of these maps.

- The Indian Ocean Wave Exercise is proposed for October 2023. DFES will liaise with local governments and stakeholders on possible involvement in the exercise as more information is provided.
- WA SEMC State Hazard Plan – Tsunami [State Hazard Plan - Tsunami](#).

CLIMATE OUTLOOK (issued 2nd March 2023)

- For March to May, below median rainfall is likely (60 to 80% chance) for most of Australia away from the south-east coast.

- March to May maximum temperatures are likely to very likely (60% to greater than 80% chance) to be warmer than median for most of Australia except central parts of the New South Wales coast and eastern Victoria.
- March to May minimum temperatures are likely to very likely (60% to greater than 80% chance) to be warmer than median for south-western, far south-eastern, and far northern parts of Australia, while below median temperatures are likely (60 to 70% chance) for areas of central Australia, the central and eastern interior of South Australia and the Kimberley.
- This forecast reflects the status and outlook for several climate drivers, including a La Niña nearing its end and ENSO likely being neutral during autumn.

AFAC SEASONAL BUSHFIRE OUTLOOK AUTUMN 2023

- AFAC, the National Council for fire and emergency services, has released the [Seasonal Bushfire Outlook for Autumn 2023](#).
- It is forecast that the current warmer and drier climate conditions in the southern half of WA will persist into autumn, these conditions will extend existing soil moisture deficiencies in the southwest regions and increase fuel availability in woody vegetation. Therefore, above normal fire potential is expected to persist in areas of elevated fuel loads within the Swan Coastal Plain and Jarrah Forest bioregions.

DFES STAFFING CHANGES

There have been a number of staff changes in the DFES South West Office:

- District Emergency Management Advisor – Erin Hutchins has been seconded to the role for 12 months while Vik Cheema has taken up an opportunity to work with the Australian Defence Force in Townsville, Queensland.
- Community Preparedness Advisor – Haley Hibbitt has been permanently appointed to the CPA role following Sandi Cheema’s resignation last year.
- District Officer Wellington – Garry McAneny has been seconded to the role for 12 months while Brett Finlay is seconded to the Department of Primary Industry and Regional Development.
- Volunteer Management Support Officer – Leticia Craig has been seconded to the DFES regional office and is assisting Michelle Wells in the VMSO role.

STATE HAZARD PLANS

- The SEMC State Hazard Plans can be found at [Emergency management plans \(www.wa.gov.au\)](http://www.wa.gov.au).

- Members are encouraged to be familiar with the plans and the relevant responsibilities for their agency.
- The Severe Weather State Hazard Plan covers cyclone, storm and flood events.

EXERCISE 2023

DFES is working with the Shire of Harvey to develop a desktop exercise that will be held in 2023 for the Harvey LEMC which will involve a bushfire that potentially threatened industry, residential areas and major road networks. The exercise is planned to be held after a scheduled LEMC meeting and members will be notified when the date is confirmed.

John Carter
District Officer Emergency Management

DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT 3rd Quarter 2022-2023

STATE NEWS

The **State Emergency Management Committee (SEMC)** met on 5 December 2022 and 8 March 2023. SEMC Communiqués can be found [here](#).

2023 SEMC MEETING SCHEDULE

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

STATE CONSULTATION REQUESTS

Draft Local Emergency Management Committee Handbook

The Department of Fire and Emergency Management (DFES) State Emergency Management (EM) Policy branch is conducting this consultation regarding a new resource to assist local government and Local Emergency Management Committee's (LEMCs) to meet their legislative requirements under the Emergency Management Act 2005 (EM Act).

The LEMC Handbook has been developed by the DFES District Emergency Management Advisors to assist the LEMC members, to work towards a standardised approach to the administration and operation of LEMC's across Western Australia (WA). The handbook supports the State EM Procedure section 3.7.

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback.

Please submit your feedback by COB Tuesday 18 April 2023.

State Support Plan – Emergency Relief and Support

The Department of Communities (Communities) has undertaken a review of the State Support Plan - Emergency Welfare. To reflect feedback regarding the use of the word 'welfare', the draft Plan has been renamed to the State Support Plan - Emergency Relief and Support. This includes, where possible, all references to welfare being replaced with emergency relief and support (ERS). The Plan has been restructured to provide a more logical framework and to make it easier for a reader to understand the scope of ERS services. This includes the roles and responsibilities of Communities and its partners.

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback.

Please submit your feedback by COB Wednesday 26 April 2023.

Consultation Information

The DFES State EM Policy Branch is conducting consultation via Social Pinpoint.

On the State Emergency Management Policy Branch [Consultation Homepage](#) you can view all current consultations, including the draft [Western Australian Emergency Management Capability Framework](#) and draft [Local Emergency Management Committee Handbook](#).

On this page you will be able to:

- View information about the consultation process
- Download and view the draft Framework and LEMC Handbook
- Submit your feedback

If you experience any difficulties with accessing Social Pinpoint or have any other questions, please contact us on SEMC.policylegislation@dfes.wa.gov.au. As we continue to trial Social Pinpoint, we would also appreciate your feedback on this platform. You can share your thoughts and experiences in the 'Feedback on the use of Social Pinpoint' at the bottom of the page.

2022 EMERGENCY PREPAREDNESS REPORT

The SEMC approved the 2022 Emergency Preparedness Report (the Report) at its December 2022 meeting. The Report provides a snapshot of WA's preparedness to prevent, respond to, and recover from significant hazardous events, with data collected from 152 organisations with various roles in emergency management. The Report will be submitted to the Minister for Emergency Services before being published on the SEMC website.

The DFES State Capability Team has developed individual emergency management capability summaries for specific local governments (LGs). These summaries have been endorsed through the State Emergency Management Committee (SEMC) and were sent to LG CEOs and LEMC Executive Officers in January 2023.

The summaries are based on each LG's responses to the 2022 Annual and Preparedness Capability Survey. They provide an overview of the LG's EM capability in 2022, focusing on areas of highest capability and the aspects that may require more attention. The summaries are not public release documents. They are provided to each LG and are hopeful these are a useful resource to support your EM work.

DISTRICT NEWS

The next meeting of the **District Emergency Management Committee (DEMC)** will be held on Tuesday 21 March 2023.

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.

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 makes more than \$12 million available over five years (2019–2024) to eligible organisations 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 next round of the NDRR grant program will open on 24 April 2023 and close on 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.

Complied by:
District Emergency Management Advisor – South West
Department of Fire and Emergency Services

READY	DRAFT	NEARING REVIEW	OVERDUE
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Number local governments	Number LEMCs	LEMA noted/submitted to SEMC 2 (AMR and Busselton)	% Local governments with current required LEMA		
			41% Current		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
12	12				
Shire of Augusta Margaret River	Augusta Margaret River	LEMA tabled at the SW DEMC and SEMC (8 March 2023) for noting.	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	LEMA tabled at the SW DEMC and SEMC (8 March 2023) for noting	8/12/2017	63/2017	8/12/2022
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



**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency:			
Department of Communities (Communities)			
Report prepared by:	Renee Flaxman	Position:	District Emergency Services Officer
Date: From – January 2023 to March 2023 inclusive			
Report:			
Response to the Kimberley Floods			
<ul style="list-style-type: none"> • The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley floods. • As of 6 March 2023: <ul style="list-style-type: none"> ○ 65 people in Communities' supported emergency accommodation in Broome and Derby. ○ The Disaster Response Hotline (opened on the 11 January 2023), Communities has responded to a total of 1,422 calls. ○ 343 people have been repatriated. ○ 310 people have been assisted to relocate to alternative safe locations. ○ All 1,009 Communities-owned or managed dwellings across 36 remote communities and the Fitzroy Crossing town have had electrical safety assessments completed. 98 dwellings have detailed building condition assessments (BCAs) completed across eight remote communities and the Fitzroy Crossing town. This includes three WA Country Heath Service dwellings and 17 GROH dwellings. • On 2 March 2023, the Minister for Housing endorsed Communities undertaking electrical safety assessments and BCAs on non-Communities-owned or managed residential dwellings in the flood damaged communities and Fitzroy Crossing Town. • Funding for temporary residential accommodation has been made available through the jointly funded Commonwealth-State Disaster Recovery Funding Arrangements. • The temporary accommodation will be located On Country, or as close to country as possible. The Western Australian Department of Communities is working in consultation with Traditional Landowners and local Community Leaders, to determine safe and culturally appropriate locations to suit residents' needs. • Two accommodation options are being progressed: <ul style="list-style-type: none"> ○ The Humanihut, which is a fully integrated portable building system that provides short-term secure and comfortable accommodation in the aftermath of a natural disaster. ○ The Derby Hostel, which can provide approximately 40 beds for displaced people that may require specialised support. 			
Other State Level Projects			
<ul style="list-style-type: none"> • State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) – Communities has reviewed the State Support Plan and the State Emergency Management Committee Policy Branch has released it for consultation: https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/ • Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services 			

- Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
- People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
- Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.
- Medium to Long term Accommodation – The SEMC has asked Communities to lead a cross-agency working group to prepare an issues paper about Government responsibilities for medium and long-term accommodation following an emergency.

Response to Donnybrook Fires

- On the 4th January the Department of Communities was activated to stand up an evacuation Centre at the Recreation Centre in Donnybrook for the Thompson Brook Bushfire. This was followed on the 10th January by a second activation with the Donnybrook Complex Fires, with the Recreation Centre again stood up as well as a second Centre being opened at the Boyup Brook Hall in Boyup Brook. A third activation was triggered on the 14th of January with the Noggerup Fire in Donnybrook, where the Recreation Centre was again opened as an evacuation centre.
- The new Emergency Services DESO vehicle and kit, put to use in an emergency situation for the first time during these fires, were proven to be very effective. It allowed the DESO to travel directly to the Centre with enough equipment for an initial Evacuation Centre set up, allowing staff time to mobilise and gather further equipment and necessities before heading to the centre to assist. Our new South West trailer was deployed to Boyup Brook to provide equipment there, and additional equipment was ready to be sent from our Bunbury shed if needed.

Training

- The coming months will see further training being provided to new staff and those that need refresher training. Shire staff and other stakeholders wishing to participate in training are welcome and encouraged.







Local Emergency Welfare Plan

- Further LEWP changes and updates been completed and plan is presented for tabling at today's meeting. LEMC members are encouraged to review information related to their own agencies and notify DESO if further changes need to be made.





Local Emergency Management Committee Business Plan 2022-2023

Shire of Harvey – 4th 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
Strengthened engagement around Critical Infrastructure*	<ul style="list-style-type: none"> Local risk treatments are identified and reported to the DEMC. 		Being reviewed as part of the new LEMA
	<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
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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. 		
Public communications systems and technologies are optimised for risk and context.	<ul style="list-style-type: none"> Capability data is reported annually for the State Emergency Management Committee (SEMC) state emergency management capability survey. 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. 		Exercise to be held 12 June 2023. 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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DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
4th Quarter 2022-2023

STATE NEWS

The **State Emergency Management Committee (SEMC)** met on the 3 May 2023. SEMC Communiqués can be found [here](#).

2023 SEMC MEETING SCHEDULE

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

CONSULTATION REQUESTS

Please ensure this is not shared with the greater public or published on a public website as it has not been approved by the SEMC for further dissemination.

State Hazard Plan - Severe Weather

The Department of Fire and Emergency Services has completed a review of the interim State Hazard Plan - Severe Weather.

The proposed State Hazard Plan – Severe Weather provides an overview of emergency management arrangements for the hazards of cyclones, floods and storms. It describes risk reduction strategies, preparedness for, response to and initiation of recovery arrangements following the impact of a severe weather event.

Proposed changes to the State Hazard Plan Severe Weather include;

- Update agency roles and responsibilities;
- Incorporation of findings from After Action Review; and
- Updated information regarding warnings systems.

Where required, statement of fact amendments have also occurred. This includes:

- Updating agency names;
- Updating related legislation, regulation and other documents;
- Removal of duplication with other State Emergency Management documents; and
- Other amendments to simplify language and improve readability.

The DFES State Emergency Management Policy Branch is now seeking your feedback on the proposed amendments and other questions, queries or comments you have in relation to this Plan.

Please submit your feedback by COB Friday 11 August 2023

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback.

State Emergency Management Prevention and Mitigation Procedure 2.1

The Department of Fire and Emergency Services State Risk Project Team, in consultation with the DFES State Emergency Management (EM) Policy Branch, has comprehensively reviewed the State EM Prevention and Mitigation Procedure 2.1, and attachment. The review focused on alignment with ISO 31000:2018 and the National Emergency Risk Assessment Guidelines (NERAG), identification of procedural gaps, and removal of duplication and inconsistencies. It is proposed the attachment be republished as the State Emergency Risk Management Guideline.

The DFES State Risk Project Team are now seeking your feedback on the revised State EM Prevention and Mitigation Procedure 2.1, edited State EM Policy statements 3.2.1 and 3.2.6, and the draft State Emergency Risk Management Guideline.

Please submit your feedback by COB Friday 11 August 2023

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback.

Restricted Access Permit System

The Department of Fire and Emergency Management (DFES) State Emergency Management (EM) Policy branch is conducting this consultation regarding a new guideline to provide an all-hazards Restricted Access Permit System (RAPS).

The State EM Plan section 5.3.3 specifies that it's the responsibility of the Hazard Management Agency (HMA) to develop a RAPS applicable to their hazard. The decision of when to issue restricted access permits is at the discretion of the Incident Controller.

The State Emergency Management Committee (SEMC) through the Response Capability subcommittee requested the development of a Western Australian RAPS that can:

- apply across all hazards
- can be utilised by all HMA's and Controlling Agencies in the management of their emergencies
- support a consistent EM approach
- enable agencies to develop specific procedures for RAPS that is applicable to their hazard
- to support communities who may be impacted by emergencies.

A subject matter expert working group on behalf of the SEMC has developed this guideline to assist emergency services, hazard management, controlling, combat and support agencies, local government and private contractors who may be tasked to restrict access during an emergency.

The guideline is to be read in conjunction with the State EM Policy section 5.8, State EM Plan section 5.3.3 and the Traffic Management During Emergencies Guideline.

Please submit your feedback by COB Tuesday 22 August 2023

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback.

Consultation Information

The DFES State EM Policy Branch conducts consultation via Social Pinpoint.

On the State Emergency Management Policy Branch [Consultation Homepage](#) you can view all current consultations, including the [State Hazard Plan - Severe Weather](#), and [State Emergency Management Prevention and Mitigation Procedure 2.1](#) and [Restricted Access Permit System Guideline](#).

On this page you will be able to:

- View information about the consultation process
- Submit your feedback

If you experience any difficulties with accessing Social Pinpoint or have any other questions, please contact us on SEMC.policylegislation@dfes.wa.gov.au. As they continue to trial Social Pinpoint, they would also appreciate your feedback on this platform. You can share your thoughts and experiences in the 'Feedback on the use of Social Pinpoint' at the bottom of the page.

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 COMMITTEE ANNUAL REPORT SURVEY

In accordance with *Section 40 of the Emergency Management Act 2005 (EM Act)*, Local Emergency Management Committees (LEMCs) are required to submit an annual report on

activities undertaken by it during the financial year. In previous years, this reporting requirement was fulfilled by Local Governments' participation in the Annual and Preparedness Report Capability Survey.

This year, with the finalisation of the State Risk Project and the forthcoming revised State Emergency Management Capability Framework, LEMC reporting requirements can be fulfilled by completing the LEMC Annual Report Survey circulated to CEOs and LEMC Executive Officers on Friday 12th May 2023.

Information gathered in this survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.

Please return this survey to the District Emergency Management Advisor no later than **COB 30 June 2023**.

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.

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.

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

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

**Complied by:
District Emergency Management Advisor – South West (incl. LSW)
Department of Fire and Emergency Services**

READY	DRAFT	NEARING REVIEW	OVERDUE
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Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12		60% Current		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	Current	3/05/2023	27/2023	3/05/2028
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



**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency:
**Department of Communities
(Communities)**

Report prepared by:	Renee Flaxman Roma Boucher	Position:	Acting DESO DESO
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Date: From – April 2023 to June 2023 inclusive

Report:

With my last day as Acting DESO being Friday the 28th April, I wanted to take the opportunity to thank all members of the LEMC committee, Shire, Local Government Agencies, and other stakeholders for being so welcoming and supportive. It has been a great experience and I have learnt a lot.

Roma Boucher steps back into her role of substantive DESO as of the 1st May.

Response to the Kimberley Floods

- The Department of Communities (Communities) continues to provide emergency welfare services to residents impacted by the Kimberley floods.

Response to Cyclone Ilsa

- On 12 April the Department of Communities was activated to stand up 5 evacuation centres in preparation for Cyclone Ilsa. These included one in Port Hedland, one in Newman, one in Nullagine and two in Marble Bar.

Review of Proposed Interim Evacuation Centre

On 30 March a site visit to the Boyup Brook Football Club was undertaken to complete an audit and risk assessment of the premises as the proposed interim venue for the standing up of an evacuation centre in the event of an emergency while the Boyup Brook Town Hall renovations (commencing 3rd of April) are being completed.

Training, Exercises, Webinars

- Several online webinars attended, including the Leave Nobody Behind series, Recovery Exercising Toolkit, and EMPA (Emergency Media and Public Affairs) 2023 Webinar Series.
- Attended inter-agency Desktop Emergency Preparedness Exercise for Harris and Wellington Dams hosted by Water Corp.
- Ongoing preparedness and response training will be provided to departmental staff, as well as interested stakeholders.

Local Emergency Welfare Plan

- Further LEWP changes and updates been completed, and plan will be presented for tabling at today's meeting. LEMC members are encouraged to review information related to their own agencies and notify DESO if further changes need to be made.