



SHIRE OF
HARVEY



Local Emergency Management Committee Minutes **Attachments**

9 September 2024
Harvey Chamber
2PM

Local Emergency Management Committee Meeting 9 September 2024 Attachments

3.1. Confirmation of Minutes.....	2
3.1.1. LEMC Minutes - 10 June 2024.....	2
5.2.1. Review any Post - Incident Reports and/or Post - Exercise Reports.....	19
5.2.1.1. Post Exercise Report - June 2024.....	19
5.3.1. Funding Nominations and Applications Process.....	23
5.3.1.1. Attachment 5.3.1.....	23
5.6.1. Review Business Plan Strategies and Record Key Achievements.....	24
5.6.1.1. LEMC Business Plan 2023-2025 - September 2024.....	24



Local Emergency Management
Committee Meeting
Minutes

Australind Council Chamber
Monday, 10 June 2024
2PM

Table of Contents

1. Attendance	3
2. Apologies.....	3
3. Confirmation of Minutes	4
4. Presentations/Deputations.....	4
5. Business in accordance with the requirements of the Emergency Management Act 1995	4
5.1. Confirmation of LEMC Contact Details	4
5.2. Review any Post - Incident Reports and/or Post - Exercise Reports.....	4
5.3. Funding Nominations and Applications Process.....	4
5.4. Emergency Risk Management (ERM)/Treatment Strategies Progress	5
5.5. Review of Local Emergency Management Arrangements	5
5.6. Review Business Plan Strategies and Record Key Achievements.....	5
5.7. Fourth Quarter Meeting	6
5.7.1. Local Government Exercise Schedule.....	6
5.7.2. Seasonal Review	6
6. General Business.....	6
6.1. DFES Report.....	6
6.2. DFES District Emergency Management Advisor Report.....	6
6.3. Department of Communities.....	6
6.4. LEMC - Electronic Meetings.....	6
6.5. Sgt. Heath Soutar – Harvey Police Station.....	7
6.6. Haydn Jones – Manager Waste & Safety Services	7
7. Next Meeting.....	7
8. Closure of Meeting.....	7

Local Emergency Management Committee Meeting

Minutes of the meeting of the Local Emergency Management Committee, held on Monday 10 June 2024, in the Harvey Council Chamber, Young Street, Harvey, commencing at 2.19pm.

Official Opening

The Presiding Member, Shire President Campbell opened the meeting at 2.19pm.

1. Attendance

Committee Membership – Voting

Shire President/Presiding Officer	Cr.	Michelle	Campbell
Deputy Shire President	Cr.	John	Bromham
Chief Bush Fire Control Officer	Mr.	Wayne	Jackson
Harvey Police	Sgt.	John	Hancock
DFES - District Senior Officer	Mr.	Brian	Penman
VFRS – Brunswick	Mr.	Colin	Keys

Committee Membership – Non-Voting

Chief Executive Officer	Ms.	Annie	Riordan
Manager/Waste and Safety Services / Local Recovery Coordinator, Shire of Harvey	Mr.	Haydn	Jones
Co-Director Community Lifestyle	Ms.	Suzie	Hazelhurst
Manager, Harvey Recreation & Cultural Centre	Mr.	David	Marshall
Manager Leschenault Leisure Centre	Mr.	Richard	Duke
Local Industry Representative/Albermarle	Mr.	Colin	Keys
Department of Health	Mr.	Barry	Moroney
DFES Emergency Management Advisor	Ms.	Erin	Hutchins
Southern Seawater Alliance	Mr.	Ryan	Luscombe
Harvey Water	Mr.	Cameron	Norris

2. Apologies

Mr. Scott Britza, Harvey Volunteer Fire & Rescue
 Mr. Aaron Goodhew, Supervisor Bunbury & Busselton, ATCO
 Mr. Gary Smith, Team Leader, Picton & Collie, Western Power
 Mr. Andrew Grono, SW Regional Education Office
 Mr. Brett Finlay, Department of Fire & Emergency Services
 Mr. Chris McLennan, Albermarle
 Mr. Gary Smith, Western Power
 Mr. Peter Smith, Western Power
 OIC. Yarloop Police, Nick Hamer
 Mr. Nick Mellowship, Community Emergency Services Manager
 Sgt. Heath Soutar, Australind Police
 Mr. Allan Madgwick, DBCA

Mr. Dustin Winzer, Bush Fire Risk Mitigation Officer Shire of Harvey
Mr. Matthew Redmond, Australind SES
Ms. Suleen Van Der Westhuizen, Harvey St John Ambulance

3. Confirmation of Minutes

The Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 11 March 2024, are attached hereto.

Recommendation

That the Minutes of Local Emergency Management Committee Meeting held on Monday 11 March 2024, be confirmed as a true and correct record.

Moved: Cr. John Bromham Seconded Cr. Michelle Campbell

That the Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 11 March 2024, be confirmed as a true and correct record.

LEMC 24/02

CARRIED 6/0

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*).

Erin Hutchens requested agencies forward their 24-hour contact number to the Shire of Harvey to be included in the Contact Details; emergencies very rarely occur during normal business hours.

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

Exercise Report – Scenario of Bushfire in Progress – Uduc Area

Haydn Jones advised that a report is to be compiled reviewing the exercise held prior to today's Committee meeting and thanked Committee members who attended the exercise.

5.3. Funding Nominations and Applications Process

The 2024-25 round of the AWARE grants is now open and closes on 1 July 2024.

Funding:

- The 2024 round has a total allocation of \$200,000.
- Projects could apply for between \$2,500 – \$35,000 (no GST applied), including local level risk assessment projects;
- Applicants must contribute at least 25 percent of the total project cost in cash and/ or in-kind.

Eligible project types:

- Furthering the emergency risk management process;
- Facilitating capability-based exercises;
- Assistance in reviewing Local Emergency Management Arrangements (LEMA);
- Delivering emergency management training, events, or forums.

A Disaster Ready Fund (DRF) Round Two 2024-2025 application to fund digital fire danger signs throughout the Shire has been submitted. Still waiting for the outcome of the application.

Erin Hutchins – AWARE grants could be considered for Local Governments that require the Bushfire Risk Management Plans (BRMP) to be reviewed.

Cr. Bromham – questioned the capturing of rural and urban interchange areas – e.g., the recent Kingston fire, and if these locations being captured within BMRP.

Haydn Jones advised that the BRMP should identify those risks, however they may require further investigation if assets have changed in the area.

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

Haydn Jones reported on the updating of treatment strategies and processes in the next financial year. We do have the BRMP as a guideline, however there are always changes happening, such as fuel loads, requiring the plan to be updated.

5.5. Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements and Recovery Plan has recently been reviewed.

Haydn Jones encouraged members to read through the LEMA and LRP documents and forwarded any changes/amendments to shire@harvey.wa.gov.au.

5.6. Review Business Plan Strategies and Record Key Achievements

Nil.

Haydn Jones stated that the updated Business Plan will be circulated to Committee members prior to the next meeting.

5.7. Fourth Quarter Meeting

5.7.1. Local Government Exercise Schedule

Haydn Jones - for the last two years the LG exercises have been scheduled for the June meeting rather than the December meeting. The reason for the change related to minimal attendance at December meetings due to the high fire risk period and members being on annual leave.

The Committee agreed that future training exercises to be scheduled for the June meetings, prior to the LEMC meetings.

5.7.2. Seasonal Review

Brian Penman referred the Committee to the DFES Report Item 6.1 (*Refer to Attachment No. 6.1*).

6. General Business

6.1. DFES Report

Brian Penman tabled the DFES Report (*Refer to Attachment No. 6.1*).

6.2. DFES District Emergency Management Advisor Report

Erin Hutchens tabled the District Emergency Management Advisor's Report (*Refer to Attachment No. 6.2*).

Further discussion took place over Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

6.3. Department of Communities

The Department of Communities' Report was tabled in Renee Flaxman's absence (*Refer to Attachment 6.3*).

6.4 LEMC - Electronic Meetings

At the LEMC Meeting held 11 March 2024, it was proposed that future LEMC meetings be available electronically.

Since the above meeting, information on the availability of such meetings within the twelve South West LEMCs Committees was sort, and it was found that only five offer electronic attendance with varying degrees of success.

Those local governments not offering the electronic option prefer face-to-face engagement with Committee members, allowing for positive engagement and relationship building between staff and other agencies.

Whilst it is encouraged that LEMC members attend meetings in person, it is also understood that unexpected situations and time constraints do arise making electronic meetings a more convenient option.

A 12-month trial could be put in place and the level of attendance and engagement be gauged throughout that time. Attendance would still be encouraged in person utilising the electronic option as a last resort. If a trial period was to be considered, proposed guidelines would need to be introduced to ensure continued positive engagement continues between Committee members.

Cr Campbell expressed the importance of the continuance of face-to-face meetings, assisting in the positive development of inter-agency relationships. However, stated that it is understood that there are some circumstances that make attendance to some meetings unavoidable.

It was decided by the Committee that future meetings continue to be conducted as per normal, with the option of electronic meetings made available to those who cannot make the meetings due to other unforeseeable circumstances. The offer of electronic meetings to be a twelve-month period, being reviewed in June 2025.

Moved: Cr. Michelle Campbell Seconded: Brian Penman

That a twelve-month trial period be carried out, offering Committee members the opportunity to attend LEMC meetings remotely; the trial to be reviewed June 2025.

LEMC 24/03

CARRIED 6/0

6.5 Sgt John Hancock – Harvey Police Station

Driver inattention has been a concern on the Forrest Highway, particularly between Lake Preston and Binningup.

6.6 Haydn Jones – Manager Waste & Safety Services

Haydn Jones expressed his appreciation to staff and volunteers throughout the pro-longed bush fire season and the recent storm events experienced in the past month.

Haydn reminded all to look after fellow staff members and volunteers.

7. Next Meeting

The next meeting of the Local Emergency Management Committee will be held on Monday 9 September 2024, at Harvey Shire Council Chamber, Young Street, Harvey, commencing at 2.00pm.

8. Closure of Meeting

There being no further business to discuss the meeting was declared closed at 3.06pm



Local Emergency Management Committee Minutes **Attachments**

10 June 2024

Australind Chamber
2PM

Local Emergency Management Committee Meeting

10 June 2024 Attachments

.....	2
6.1 DFES Report	2
6.2 DFES District Emergency Management Advisor's Report	4
6.3 Department of Communit Report	

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

7th June 2024

BUSHFIRE SEASON 2023/24

I would like to thank the Harvey Bushfire Brigades for their support in responding to the bushfires this fire season. The response to requests for assistance has been outstanding for what was a very long and busy season. The High Threat Period for the DFES South West Region officially finished on the 11 April. However, with the prevailing dry weather conditions, the SW Region maintained the Automatic Response Zone mobilising and additional On-Call staff until the 25 April.

CLIMATE OUTLOOK (issued 5 June 2024)

Global sea surface temperatures (SSTs) have been warmest on record for each month between April 2023 and May 2024.

The current pattern of warmth in global sea surface temperatures is unlike historical patterns. This is likely to impact the ability to predict the development of climate influences such as ENSO and IOD based solely on historic relationships between sea surface temperatures and these events.

Average rainfall is predicted for June and there is no strong signal towards above or below average rainfall for July.

July to September maximum and minimum temperatures are very likely (greater than 80% chance) to be above average across Australia.

POST OPERATIONAL REVIEW – NANGA BROOK BUSHFIRE

A Post Operational Review of the Nanga Brook Bushfire was held on Monday 29 April. The review provided an important opportunity for people involved in an incident to have a voice; to raise and discuss positive outcomes that we should sustain, and identify areas for improvement.

It is a systems focused process, which means it is not focused on individual performance (good or bad) but rather on the overall journey of an incident to its conclusion.

DFES uses an Observations Register to collect feedback for After Action Reviews and this register is available to all personnel and stakeholders to provide feedback for any incident. Volunteers and stakeholders can find the register by using the following link.

<https://app.smartsheet.com/b/form/0f707745b92f4aacbd483d6f92658da3>

WAFES CONFERENCE 2024

To be held at Crown Perth on Friday 6 and Saturday 7 September, the 2024 WAFES Conference will explore the theme of *Yesterday, today, tomorrow: celebrating our heritage, embracing innovation and planning for the challenges of the future.*

This year, a change to the registration process will give volunteers the opportunity to self-nominate and be considered for a place at the conference.

BGUs and DFES regional offices are also encouraged to put forward volunteers for this unique learning and networking opportunity, with nominations open from 1 May to 5 June.

Brian Penman

District Officer Emergency Management

DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
4th Quarter 2023-2024

STATE NEWS

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 8 May 2024. SEMC Communiques can be found [here](#).

2024 SEMC MEETING SCHEDULE

- August
- October
- December

STATE EMERGENCY MANAGEMENT DOCUMENTS

State EM Document Amendments

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

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

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

CONSULTATION REQUESTS

State Support Plan – Animal Welfare in Emergencies

The Department of Primary Industries and Regional Development has recently undertaken a comprehensive review of [State Support Plan – Animal Welfare in Emergencies](#). The purpose of the Plan is to provide the community of Western Australia, including emergency services and the animal management sector, with a document that integrates arrangements for animal welfare with the State's formal management arrangements to ensure that animals are planned for and their welfare is appropriately addressed in any emergency.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions or comments you have in relation to this Plan via [Engage WA Emergency Management](#).

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

CONSULTATION UPDATES

State Hazard Plan – Hazardous Materials Emergencies (HAZMAT)

DFES has completed the periodical comprehensive review of the State Hazard Plan – Hazardous Materials Emergencies (HAZMAT). The term ‘hazardous materials’ was removed from the title to reduce the confusion between the definition of a ‘hazardous substance’ within the Emergency Management Act 2005 and the definition of ‘hazardous materials’ in the Fire Brigades Act 1942, and the Fire and Emergency Services Act 1988. The plan is now known as State Hazard – HAZMAT.

The WA Police Force has amended the State Hazard Plan – Hostile Act, and State Hazard Plan – Terrorist Act to incorporate the consequential statement of fact amendments as a result of removing chemical, biological, and radiation (CBR) emergency from State Hazard Plan – HAZMAT. As described in State Hazard Plan – HAZMAT, DFES will continue to provide a HAZMAT (chemical, radiological or other substance) capability to hostile act or terrorist act incidents managed by the WA Police Force.

RECOVERY FUNDING

Disaster Recovery Funding Arrangements

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government.

Recovery from disasters is a shared responsibility between individuals, households, businesses, communities and governments. The arrangements are designed as a safety net when costs to undertake recovery activities from an eligible disaster become significant.

For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
2. A coordinated, multi-agency response was required.
3. Eligible expenditure relating to emergency assistance, damage to essential public assets and/or other eligible assistance provided in relation to the event exceeds \$240,000 across the affected local government areas.

For more information go to <https://www.dfes.wa.gov.au/recovery-funding> including a suite of Factsheets.

For any queries, please email drfawa@dfes.wa.gov.au or call 1800 920 659.

DISTRICT NEWS

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

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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

GRANT PROGRAM UPDATES

2024-25 AWARE Grants

The 2024-25 round of the AWARE grants are currently open and close **1 July 2024**.

Funding:

- The 2024 round has a total allocation of \$200,000.
- Projects could apply for between \$2,500 – \$35,000 (no GST applied), including local level risk assessment projects.
- Applicants must contribute at least 25 percent of the total project cost in cash and/ or in-kind.

Eligible project types:

- Furthering the emergency risk management process
- Facilitating capability-based exercises
- Assistance in reviewing Local Emergency Management Arrangements (LEMA)
- Delivering emergency management training, events, or forums

How to apply:

- All applications must be submitted through the [online portal](#) available on the [SEMC Website](#). **Applications received through any other channels such as emails or post will not be accepted.**
- A sample application is available on [SEMC Website](#) for reference only.

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

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

EMERGENCY MANAGEMENT TRAINING OPPORTUNITIES

WALGA Emergency Management training for Local Government

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

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

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

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

SECTOR UPDATES

Emergency WA

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

2023 Emergency Preparedness Report

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

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

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

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

Compiled by:
District Emergency Management Advisor – South West
Department of Fire and Emergency Services
As at 7 June 2024.



**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

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

Shire of Harvey

Report prepared by:	Renee Flaxman	Position:	Regional Coordinator
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Date: From – April 2024 to June 2024 inclusive

Communities Recovery Activities

1. Kimberley Floods Recovery Program

- The Kimberley Floods Recovery program has moved into its second year, with a revised focus on community resilience and wellbeing with an aim of creating a way forward for the community post the floods.
- Communities maintains community recovery officers at the Fitzroy Crossing Flood Hub operated by the Shire of Derby West Kimberley, working in partnership with the Shire, DFES, DPIRD and other partner agencies to deliver the outcomes of the State Recovery and Resilience Plan.
- [Kimberley-Floods-State-Recovery-and-Resilience-plan-2023-2024.pdf \(website-files.com\)](#)
- Communities is managing the recovery needs of individuals, families and communities impacted by the flood. This is called the Social domain and is focused on safety, security, shelter, health, the psychosocial wellbeing of displaced individuals and community resilience.

Communities also manages a component of the infrastructure and built environment Domain, with recovery activities focussed on clean-up, repair and reconstruction of buildings homes and roads.

2. Mariginiup Fires Recovery Program

- Communities is supporting the City of Wanneroo to deliver the psychosocial wellbeing and financial support elements of the recovery program.
- Communities has engaged several psychologists to support impacted resident referrals and has delivered a financial assistance package aimed at supporting the replacement of essential household items damaged in the fires.
- Communities is currently supporting the City with site visits to damaged properties to commence the clean-up program to ensure residents have access to support services if required.
- [Mariginiup Bushfire Recovery Information.pdf](#)

State-wide audit evacuation centres

- Department of Communities (Communities) is finalising audits of the State's nominated evacuation centres.
- The audits are to identify hazard-specific risks relevant to the region and to identify opportunities for local governments to upgrade facilities to mitigate these risks.

- Communities would like to engage with local governments (LGs) and WALGA to discuss opportunities through the Disaster Ready Fund grants for 2025 to improve these facilities and mitigate risks in emergency events.
- Reach out to your Emergency Relief and Support Regional Coordinator or email erspartners@communities.wa.gov.au for more information.

Disaster Ready Fund

Several LGs in Western Australia (WA) submitted applications for the Disaster Ready Fund (DRF) in 2024 to support the improvement of their facilities used as evacuation centres.

Communities had the opportunity to review LGs applications for the Disaster Ready Fund (DRF) provided to the Department of Fire and Emergency Services (DFES) for 2024 and assessed that the projects would contribute to the State's ability to provide emergency accommodation for evacuating communities. All applications were considered suitable to progress for further consideration in the DRF process.

Communities 2023/24 High Threat Season Activations

The Department of Communities' Emergency Relief and Support (ERS) Directorate would like to acknowledge and thank all of our local and state partners for the assistance and support provided over the 2023-24 season.

Since October 2023, there has been a total of fifty one events supported by Communities including:

- Activation under the AUSRECEPLAN– Israel and Gaza repatriation
- Pre-planning undertaken for 3 high threat weather events, which did not result in activation.
- 496 People were supported during events through our client management system
- 2 Active and declared recovery events (under Disaster Recovery Funding Arrangements) - Mariginiup Fire, Bunbury Storm.
- Just prior to Christmas 2023, there were 6 activations supported by Communities over just 2 days (20-22 December).

Our team looks forward to working with you all over the coming months as we prepare for the 2024-25 season.

Local EM Information

1. Evacuation Centre Training

This will be a priority for all the regions over the next 6 months. Communities would like to request that all LEMC members please identify staff that require training. We recommend that this training be conducted in a gazetted evacuation centre but can explore alternate facilities if required.

2. Exercising

Please ensure that the Department is invited to any exercises relating to EM. We would be happy to consider an inject to this exercise if it is appropriate.

3. Activations

South West Communities staff have been activated to stand up 8 evacuation centres in the region since the start of the season:

- SoDardanup - Eaton Bushfire (21st to 22nd December 2023) – Evacuation Centre opened at Eaton Recreation Centre then moved to Eaton Boomers Football Club

- SoCollie - Coolongatta Bushfire (11th to 12th January 2024) – Evacuation Centre opened at Roche Park
- SoNannup – Jalbarragup Millbrook State Forest Bushfire (17th to 18th January 2024) Evacuation Centre opened at Nannup Recreation Centre
- SoHarvey – Leschenault and Australind Bushfire (27th February 2024) – Evacuation Centre opened at Eaton Recreation Centre
- SoCapel – Harewoods Bushfire (10th March to 11th March 2024) – South West Sports Centre
- SoManjimup – Walpole Middle Road Complex Bushfire (26th to 27th April 2024) – Evacuation Centre opened at Walpole Recreation Centre.
- CoBunbury – Bunbury Tornado (10th May 2024 ongoing) – Evacuation Centre opened at Eaton Recreation Centre.
- CoBunbury – Bunbury Storm (1st June 2024 ongoing) – Evacuation Centre opened at South West Sports Centre
 - Communities has provided assistance with accommodation, food, & clothing and personal requisites to impacted individuals.
 - There are currently 42 individuals in supported accommodation in the Bunbury area.
 - Communities is working closely with CoBunbury, DFES, local support agencies including property and strata management, Red Cross SWCLS, RAC, Foodbank and accommodation providers to ensure individual needs are met.

4. ERS Stream 1 Regional Preparedness and Coordination

Sharon Austin has completed her acting position of ERS Regional Officer.

**PLEASE NOTE: If there is an emergency, please phone the ERS On Call phone
0418 943 835**

**Post Exercise Report
Exercise “Uduc Bushfire”
Local Emergency Management Committee (LEMC)**

Exercise Summary

On Monday 10 June 2024, the Shire of Harvey facilitated a 1-hour discussion exercise with the Local Emergency Management Committee (LEMC). Exercise “Uduc 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 a bushfire was reported about 0930hrs on Tuesday 21 December on the western boundary of the Harvey Golf Course, Uduc, in the Shire of Harvey. The cause of the fire was unknown. The weather was hot, with strong easterly winds and the fire was moving fast in a westerly direction. Transfer of control of the bushfire was handed to DFES at 1130hrs. The fire was projected to impact a rural residential area (Thornton Drive), Uduc in the next three hours and reach Forestry Road in 4-5 hours. A Forestry Road bridge, 800m east of the Forestry Rd/Harvey-Myalup Rd intersection is closed.

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 final phase of the exercise was a debrief that enabled all participants to ask any final questions. The LEMC also had a quick overview of an ISG meeting template.

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

Highlights

1. Agencies were knowledgeable in relation to their own agency business and processes.
2. The Local Recovery Coordinator (LRC) facilitated 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.
5. Management of the evacuation of residents and the impact that a bridge closure would have on this.

Outcomes

1. Although invited to participate in the exercise, it was recognised that missing agency involvement.
2. Opportunity to run through an ISG for recovery management, including Impact Assessment.
3. Questions raised about including online technology to run ISG meetings outside of normal hours to ensure greater agency participation.

Actions

1. This report is 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. Consider future exercises be scheduled with sufficient time and consider using online technology (Zoom/Teams).

Attendance Sheet

Name	Agency
John Hancock	WA Police – Harvey
Richard Duke	Shire of Harvey – LLC
David Marshall	Shire of Harvey – HRCC
Cameron Norris	Harvey Water
Suzie Hazelhurst	Shire of Harvey
Wayne Jackson	Shire of Harvey – CBFCO
Darren Harvey	Department of Biodiversity, Conservation & Attractions
Cr John Bromham	Shire of Harvey
Haydn Jones	Shire of Harvey (LRC)
Cr Michelle Campbell	Shire of Harvey
Erin Hutchins	Department of Fire & Emergency Services
Brian Penman	Department of Fire & Emergency Services
Colin Keys	VFRS Brunswick
Barry Moroney	Department of Health





Prepared by
Haydn Jones
Shire of Harvey
Executive Officer & Local Recovery Coordinator



**Minister for Emergency Services; Innovation and the Digital Economy; Science;
Medical Research; Minister Assisting the Minister for State and Industry
Development, Jobs and Trade
Deputy Leader of the Government in the Legislative Council**

Our Ref: 62-37872

Mr Haydn Jones
Shire of Harvey

shire@harvey.wa.gov.au

Dear Mr Jones

DISASTER READY FUND (DRF) ROUND TWO 2024-2025

Thank you for your submission to the DRF Round Two 2024-2025 competitive grant program.

This important initiative, funded by the Australian Government, supports projects that build resilience of WA community and reduce the State's disaster risk.

I am pleased to inform you that your application for the Fire Danger Rating Signs - Digital Project has been successful and will receive the requested funding amount of \$75,000 (ex GST).

The Department of Fire and Emergency Services will soon provide you with a draft Grant Funding Agreement and an outline of the next steps required. If you have any questions in the interim, please email DisasterResilienceGrants@dfes.wa.gov.au.

I look forward to the successful delivery of this important project.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Stephen Dawson'.

Hon Stephen Dawson MLC
MINISTER FOR EMERGENCY SERVICES

22 AUG 2024

Local Emergency Management Committee Business Plan 2023-2025

Our Vision: A better prepared, more resilient and safer State.

Our Mission: To reduce the impact of emergencies on the community through empowerment of decision makers to create a better prepared, more resilient and safer State.

SEMC Strategic Plan	LEMC Action	Responsible	Status	Comments
Goal: Collaborative Leadership				
<p>Objective: Stronger relationships enable informed decision-making amongst local leadership.</p> <p>Objective: Continuous improvement championed by engaged and collaborative leaders.</p>	<ul style="list-style-type: none"> Local Emergency Management Committee (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 Emergency Management (EM) Preparedness Procedure 3.7. 	XO	Ongoing	
	<ul style="list-style-type: none"> LEMC members attend regular emergency management training and professional development opportunities where possible. 	XO	Ongoing	
	<ul style="list-style-type: none"> LEMC corresponds with DEMC on emerging and current issues in emergency management. 	XO/CEO	Ongoing	
	<ul style="list-style-type: none"> Develop Post Incident Reports in the event of an incident or emergency for the LEMC for review and provide to the District Emergency Management Committee (DEMC) for noting. 	XO	Ongoing	
	<ul style="list-style-type: none"> LEMC executive attend regular DEMC meetings, exercises and forums. 	CEO/XO	Ongoing	
SEMC Strategic Plan				
Goal: Effective Governance				
<p>Objective: Information about hazards, risks and impacts is accessible, trusted and applied by decision makers, the sector and community.</p> <p>Objective: Changing risk, capability and preparedness are measured and reported across the State.</p> <p>Objective: Contemporary and evidence-based emergency management framework with well-defined roles and responsibilities and policy maintained by rigorous oversight.</p>	<ul style="list-style-type: none"> Completion of a local risk assessment, with the risk register being incorporated in the Local Emergency Management Arrangements (LEMA), in accordance with State EM Preparedness Procedure 3.7. 	XO	Ongoing	LEMA recently reviewed. Local Risk register currently being
	<ul style="list-style-type: none"> Local risk treatments are identified and reported to the DEMC. 	XO	Ongoing	
	<ul style="list-style-type: none"> Local risk assessment is updated when new and emerging risks are detected within the community. 	XO	Ongoing	
	<ul style="list-style-type: none"> LEMC executive officer or member contributes and completes the Annual Preparedness Survey to determine local capability and provide annual reporting information. 	XO	Achieved	
	<ul style="list-style-type: none"> LEMA are established, maintained and reviewed in accordance with State EM Preparedness Procedure 3.8. Local Emergency Management Committee (LEMC) Chair and Executive Officer is appointed from local government in accordance with State EM Preparedness Procedure 3.7. 	XO	Achieved	

	<ul style="list-style-type: none"> Training provided to identified LG staff in welfare and recovery management with training schedule developed, maintained and updated. 	XO	Ongoing	Recent training: <ul style="list-style-type: none"> Critical Communication Training Local Government Recovery Workshop & Exercise 30 July 2024 Staff changes in Community Development. Require training in this area. Planned training for ELT and SLT in September/October
	<ul style="list-style-type: none"> LEMC contact details are validated quarterly and resource register is validated annually as a minimum. 	XO	Achieved & Ongoing	
	<ul style="list-style-type: none"> A Memorandum of Understanding (MOU) for EM district assistance is considered. 	XO	Achieved	
	<ul style="list-style-type: none"> LEMC meetings business is administered in accordance with State EM Preparedness Procedure 3.7. 	XO	Achieved	

SEMC Strategic Plan	LEMC Action	Responsible	Achieved/Ongoing	Comments
Goal: Capable Sector				
Objective: Capability to respond to risks and vulnerabilities across the state is strengthened.	<ul style="list-style-type: none"> Investigate emergency management funding opportunities to improve resilience in communities. 	XO	Ongoing	
	<ul style="list-style-type: none"> LEMC members participate in district or state level multi-agency exercises where possible. 	XO/DEMA	Ongoing	
	<ul style="list-style-type: none"> Capability data is reported annually for the State Emergency Management Committee (SEMC) state emergency management capability survey. 	XO/CEO	Ongoing	
	<ul style="list-style-type: none"> Local communication strategies are incorporated in the LEMA where appropriate. 	XO	Achieved & Ongoing	
Objective: Public communications systems and technologies are optimised for risk and context.	<ul style="list-style-type: none"> Promote emergency preparedness and response information and enhance accessibility of information to the community. 	CESM/XO/Shire/DFES	Ongoing	
	<ul style="list-style-type: none"> The LEMC exercises annually in accordance with State EM Policy 4.8.8.3 and the Western Australia Managing Exercises Guideline. 	XO	Ongoing	
	<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. 	XO	Ongoing	Exercise June 2025
Objective: The emergency management sector exercises and learns to continually improve.	<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 in accordance with State EM Policy 4.11.3. 	XO	Ongoing	Post-Exercise report presented to September LEMC.
	<ul style="list-style-type: none"> LEMC members attend regular emergency management training and professional development opportunities where possible. 	XO	Ongoing	

across government, industry, and community.			
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SEMC Strategic Plan		LEMC Action		Responsible	Achieved/Ongoing	Comments
Goal: Capable Community						
Objective: Increase collaboration and coordination to support locally led recovery and resilience. Objective: Community vulnerability is reduced through risk reduction and adaptation. Objective: More agencies and businesses have plans to maintain service delivery to the community. Objective: Critical infrastructure is more resilient through risk reduction, mitigation, and innovation.	<ul style="list-style-type: none"> A Local Recovery Plan is established, maintained and exercised as part of the LEMA in accordance with State EM Preparedness Procedure 3.8. 	XO	Achieved			
	<ul style="list-style-type: none"> A Local Recovery Coordinator is identified, trained and where possible experienced in accordance with State EM Preparedness Procedure 3.8. 	XO	Achieved			
	<ul style="list-style-type: none"> LEMC members participate in district or state level multi-agency exercises where possible. 	XO	Ongoing			
	<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. 	XO	Ongoing			
	<ul style="list-style-type: none"> Key community infrastructure representatives are included on the LEMC, where practical. 	XO	Ongoing			
SEMC Strategic Plan						
Goal: Climate Change						
Objective: Community vulnerability is reduced through risk reduction and adaptation	<ul style="list-style-type: none"> Plans are developed and reviewed to ensure the impacts of climate change are considered. 	XO	Ongoing			