



SHIRE OF
HARVEY

A Breath of Fresh Air

Local Emergency Management
Committee Meeting
Agenda

Harvey Council Chambers

Monday, 9 June 2025

2.00PM

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Local Emergency Management Committee

Agenda

Notice is hereby given that a Local Emergency Management Committee meeting will be held Monday, 9 June 2025 in the Shire of Harvey Council Chamber, Young Street, Harvey, commencing at 2.00pm.

The business to be transacted is shown in the Agenda hereunder.

Yours faithfully,



Annie Riordan
Chief Executive Officer

5 June 2025

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
Community Emergency Services Manager	Mr.	Nick	Mellowship
Harvey Police	Sgt.	John	Hancock
Acting OIC Australind Police	OIC.	Grant	Earnshaw
DFES – Acting District Senior Officer	Mr.	Mark	McQueen
DBCA – District Officer	Mr.	Jewell	Crossberg
Harvey SES – Nominee (or delegate)	Mr.	Todd	Verrall
Australind SES – Nominee (or delegate)	Mr.	Matthew	Redmond
VFRS – Harvey	Mr.	Scott	Britza
VFRS – Brunswick	Mr.	Colin	Keys
VFRS – Eaton/Australind	Mr.	David	Townsend
Harvey St John Ambulance	Ms.	Suleen	Van Der Westhuizen

Committee Membership – Non-Voting

Chief Executive Officer	Ms.	Annie	Riordan
Director Infrastructure Services			
Manager/Waste and Safety Services / Local Recovery Coordinator, Shire of Harvey	Mr.	Haydn	Jones
Director Community Lifestyle	Ms.	Suzie	Hazelhurst
Bushfire Risk Mitigation Coordinator	Mrs.	Kaitlin	Southgate
Manager Environmental Health	Ms.	Sara	Saberi
DFES – Acting District Officer, Wellington	Mr.	Ricky	Southgate
DFES – District Officer – Natural Hazards	Mr.	Nick	Elrick
DBCA – Fire Operations Officer	Mr.	Afie	Jazreen

Harvey Recreation & Cultural Centre – Manager	Mr.	David	Marshall
Leschenault Leisure Centre - Manager	Mr.	Richard	Duke
Western Power	Mr.	Gary	Smith
Atco Gas	Mr.	Aaron	Goodhew
Australian Rail Group	Mr.	Rodney	Smith
Education Department	Mr.	Mick	Luplau
Local Industry Representative/Albermarle	Mr.	Chris	McLennan
Hocart Lodge	Ms.	Natasha	Meredith
Main Roads	Mr.	Michael	Jordan
Department of Health	Mr.	Barry	Moroney
Dampier to Bunbury Gas Pipeline	Mr.	Kirk	McDonald
Department Primary Industries and Regional Development	Mr.	Mike	Donaghy
Southern Seawater Alliance	Mr.	Ryan	Luscombe
Australind St John Ambulance	Mr.	Justin	Ingrey
Harvey Water	Mr.	Cameron	Norris
Water Corporation	Mr.	Brendon	Jackson

Visitors

Plan-it Consulting WA	Mr.	Chris	Widmer
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2. Apologies

Ms. Erin Hutchins, DFES;
Sgt. Heath Soutar, Australind Police;
Mr. Brian Penman, DFES;
Ms Renee Flaxman, Department of Communities.

3. Confirmation of Minutes

The Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 10 March 2025 are attached hereto.

Recommendation

That the Minutes of Local Emergency Management Committee Meeting held on Monday 10 March 2025, be confirmed as a true and correct record.

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

Prior to the commencement of the LEMC Meeting, a scheduled exercise has been arranged for the Committee. The exercise will be run by Mr. Chris Widmer, Chief Consultant , Plant-it Consulting WA.

Please be advised a light luncheon will be provided at 12.00pm prior to the Exercise.

5.3. Funding Nominations and Applications Process

5.3.1 Disaster Ready Fund (DRF) Round Three 2025–2026

The Shire of Harvey has submitted a \$2.32 million application to the Disaster Ready Fund (DRF) to upgrade the Leschenault Leisure Centre (LLC) as a dedicated Evacuation Centre. This compliments a broader \$15.5 million Election commitment to expand the Centre with four new courts.

The proposed DRF-funded upgrades aim to transform the existing facility into a fit-for-purpose Evacuation Centre, aligning with DRF objectives, by enhancing community resilience.

The Department of Fire and Emergency Services (DFES) is the lead Agency responsible for the initial assessment of applications. The assessment process includes:-

- *Initial Evaluation* – Lead agencies review and rate each application;
- *Ministerial Endorsement* – Agencies seek endorsement of the ratings from their respective Ministers;
- *Shortlisting* – The most competitive applications are submitted to the National Emergency Management Agency (NEMA) by 13 June 2025.
- *Final Assessment* – A panel with expertise in disaster risk reduction and resilience will conduct the final review. Panel members will include:-
 - Representatives from Australian Government agencies and advisory bodies. and
 - Potential inclusion of First Nation representatives and infrastructure experts, as needed.

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

The Shire's Bushfire Risk Mitigation Coordinator, Mrs Kaitlin Southgate, is reviewing the Shire of Harvey's Bushfire Risk Management Plan.

Purpose of the Review:-

- Ensure the plan reflects current risks;
- Update treatment priorities and implementation strategies;
- Evaluate effectiveness of mitigation activities;
- Maintain multi-agency coordination and stakeholder engagement.

The Bushfire Risk Mitigation Coordinator's Report has been received from Mrs. Kaitlin Southgate (**Refer to Attachment No. 5.4.1**).

5.5. Review of Local Emergency Management Arrangements

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

WALGA Update

WALGA, in partnership with DFES, launched a Pilot Project aimed at testing and refining new templates and resources to enhance LEMA.

In late 2024, WALGA submitted a comprehensive LEMA Recommendations Report to the LEMA Improvement Board, incorporating input from WA Local Governments. Key recommendations include:-

- Enhancing Local Emergency Management guidelines;
- Clearly defining roles and responsibilities;
- Updating local emergency processes, guidelines, and templates;
- Establishing an online knowledge hub to share Emergency Management Practices across the State.

5.6. Review Business Plan Strategies and Record Key Achievements

5.7. Fourth Quarter Meeting

5.7.1. Local Government Exercise Schedule

The Committee has previously agreed for future training exercises to be scheduled prior to the June LEMC meeting.

5.7.2. Seasonal Review

To be tabled by DFES.

6. General Business

6.1. DFES Report

To be tabled by DFES.

6.2. DFES District Emergency Management Advisor Report

Refer to the DFES District Emergency Management Advisor's Report has been received by Ms. Hutchens. (**Refer to Attachment No. 6.2.1**).

6.3. Department of Communities

The Department of Communities quarterly report has been received from Ms. Renee Flaxman (**Refer to Attachment No. 6.3.1**).

7. Next Meeting

The next meeting of the Local Emergency Management Committee will be held on Monday 8 September 2025, commencing at 2.00pm, in the Harvey Council Chamber.

8. Closure of Meeting