



Local Emergency Management Committee Meeting **Minutes**

Harvey Council Chambers
Monday, 8 June 2026
2pm

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Local Emergency Management Committee

Minutes

Minutes of the meeting of the Local Emergency Management Committee, held on Monday 8 June 2026 in the Harvey Council Chamber Meeting Room, Young Street, Harvey, commencing at 2.13pm.

Official Opening

The Presiding Member, Shire President Campbell, opened the meeting at 2.13pm.

Shire President advised this LEMC that this would be the final Shire of Harvey LEMC meeting attended by Ms. Annie Riordan, who has accepted the position of Chief Executive Officer at the City of Busselton. Shire President Campbell conveyed the Committee's appreciation for Ms. Riordan's guidance and support to the LEMC.

1. Attendance**Committee Membership – Voting**

Shire President/Presiding Officer	Cr.	Michelle	Campbell
Councillor	Cr.	Laurie	Morley
Chief Bush Fire Control Officer	Mr.	Wayne	Jackson
Community Emergency Services Manager	Mr.	Nick	Mellowship
Harvey Police	A/OIC.	Daniel	Simpson
DBCA – District Officer Wellington	Mr.	Jewell	Crossberg <i>Electronically</i>
Harvey St John Ambulance	Ms.	Suleen	Van Der Westhuizen
Department of Communities	Ms.	Renee	Flaxman <i>Electronically</i>

Committee Membership – Non-Voting

Chief Executive Officer	Ms.	Annie	Riordan
Manager/Waste and Safety Services / Local Recovery Coordinator	Mr.	Haydn	Jones
Director Community and Lifestyle	Ms.	Suzie	Haslehurst <i>Electronically</i>
Bush Fire Risk Mitigation Coordinator	Ms.	Kaitlin	Southgate
Acting Manager Environmental Health	Ms.	Anne-Marie	Pearson <i>Electronically</i>
DFES – District Officer – Natural Hazards	Mr.	Nick	Elrick
DFES – Emergency Management Advisor	Ms.	Melissa	Howard
Leschenault Leisure Centre – Manager	Ms.	Kirsty	Shooter
Western Power	Mr.	Gary	Smith
Department of Health	Mr.	Barry	Moroney <i>Electronically</i>
Southern Seawater Alliance	Mr.	Scott	Moorhead <i>Electronically</i>
Alcoa	Mr.	Jake	Webb
Alcoa	Mr.	Aaron	Kelly <i>Electronically</i>
Tronox	Mr.	Zee	Rijkuris
Coordinator Waste and Sustainability	Mr.	Harrison	<i>Electronically</i> Henson <i>Electronically</i>

Visitors

DFES Senior Policy & Projects Officer	Ms.	Kylie	Shailer <i>Electronically</i>
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2. Apologies

Cr. Craig Carbone, Deputy Shire President, Shire of Harvey

Mr. Kirk McDonald, Australia Gas and Infrastructure Group

Mr. Aaron Goodhew , Atco Gas

Senior Sergeant Scott Starkie, Australind Police

Mr. Rod Johnson , Harvey Water

Mr. Ricky Southgate, District Officer Wellington, DFES

Mr. Craig Yardley, Director Infrastructure Services

3. Confirmation of Minutes

The Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 9 March 2026, are attached hereto (**Refer Attachment 3.1.1**).

Recommendation

That the Minutes of Local Emergency Management Committee Meeting held on Monday 9 March 2026, be confirmed as a true and correct record.

Moved: Cr. Laurie Morley

Seconded: Ms. Suleen Van Der Westhuizen

That the Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 9 March 2026, be confirmed as a true and correct record.

LEMC 26/02 CARRIED 8-0

4. Presentations and Deputations

4.1. Department of Biodiversity, Conservation and Attractions - Agency Structure and Burning Program

The presentation to be presented by Mr. Jewell Crossberg, Wellington District Officer, Department of Biodiversity, Conservation and Attractions (DBCA) was postponed and will be presented at a future LEMC Meeting.

4.2. Department of Fire and Emergency Services - Local Government Emergency Management Hub

Ms. Kylie Shailer, Department of Fire and Emergency Services (DFES) Senior Policy and Projects Officer Resilience and Recovery addressed the Committee on the Local Government Emergency Management Hub. This presentation was conducted via Teams (**Refer to Attachment 4.2.1**).

To view the Local Government Emergency Hub, please visit the direct link - <https://www.dfes.wa.gov.au/local-government/em-knowledge-hub>.

5. Business in accordance with the requirements of the *Emergency Management Act 1995*

5.1. Confirmation of LEMC Contact Details

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

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

Shire President Campbell noted that the Shire is entering the mitigation phase of emergency management following the closure of the bushfire season. Shire President Campbell acknowledged the outstanding efforts of local volunteer bush fire brigades and stakeholder agencies in protecting the community and emphasised the ongoing importance of prescribed burns and other risk reduction activities in minimising bush fire impacts.

Shire President also expressed her appreciation to emergency services personnel, agencies and Shire staff who responded during the storm event from 2–4 June 2026, and who continue to support recovery efforts, including clean-up operations and power restoration.

The severe weather event presented significant challenges for the community, who are commended for adhering to warnings and assisting with debris clearance where possible. Clean-up efforts remain ongoing in the most affected areas, and it is anticipated that agencies will have the opportunity to discuss issues arising from the event during today's meeting.

Mr. Haydn Jones provided an update on the recent storm event, noting significant damage to the Leschenault Estuary and foreshores, including coastal erosion, which will present ongoing challenges. Mr. Jones advised that the Disaster Recovery Relief Fund is available for such events and that funding options will be explored.

Mr. Jones further proposed that, in advance of future significant weather events, consideration be given to coordinating a “check-in” meeting with LEMC Committee members to confirm forecasts and the availability of personnel and agencies.

Mr. Nick Elrick, DFES District Officer (Natural Hazards), reported that 190 emergency requests were received during the storm event, including 23 from Australind, 80 from Bunbury and one from Harvey. All requests were addressed by the afternoon of Tuesday, 2 June 2026.

5.3. Funding Nominations and Applications Process

Disaster Ready Fund (DRF) 2026–27

The Australian Government has opened Round 4 of the Disaster Ready Fund (DRF) for 2026–27, providing \$142.5 million nationally to support initiatives that reduce disaster risk and strengthen community resilience. Applications close on 1 July 2026 and may include infrastructure projects, risk reduction works, preparedness programs, resilience planning, and hazard monitoring initiatives. Round 4 places a greater emphasis on infrastructure projects and introduces a strengthened value-for-money assessment criterion.

Given the short application period, only shovel-ready projects or well-developed proposals with a high level of project readiness are likely to be competitive and capable of meeting the funding requirements within the available timeframe.

Following a review of the program requirements and application timeframe, the Shire of Harvey has determined that it is not in a position to submit an application under Round 4 of the Disaster Ready Fund.

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

Mrs. Kaitlin Southgate advised that the Shire of Harvey has been successful in securing AWARE Grant funding to undertake an Emergency Management Capability Assessment. The assessment focuses on current capabilities under the *Bush Fires Act 1954*, with consideration given to increasing risks associated with population growth and urban expansion. Brigade leadership has been consulted, and a final report is being prepared.

5.5. Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements are still current and not due for major review until 2028, however due to DFES reviewing the LEMA templates, it may be necessary for some changes to be made prior to this date.

Ms. Renee Flaxman advised that the Department of Communities Emergency Relief and Support Plan needs to be updated in the current Shire of Harvey LEMA.

5.6. Review Business Plan Strategies and Record Key Achievements

The Committee is currently awaiting the release of the updated LEMC Business Plan template. Once received, the template will be reviewed and circulated to committee members for consideration and input.

5.7. Fourth Quarter Meeting

5.7.1. Local Government Exercise Schedule

The exercise scheduled to take place at this meeting has been postponed and will be rescheduled for Committee meeting to be held on 14 September 2026.

5.7.2. Seasonal Review

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

6. General Business

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

The Department of Fire and Emergency Services Report has been received by Mr. Ricky Southgate and is attached to the Agenda for the Committee's Information (*Refer to Attachment 6.1.1*).

6.2. DFES District Emergency Management Advisor (DEMA) Report

The District Emergency Management Advisor's Quarterly Report has been received by Ms. Melissa Howard and is attached (*Refer to Attachment 6.2.1*).

Ms. Howard tabled upcoming awareness level training information, namely the Introduction of Emergency Management and Introduction to Disaster Recovery, the training to be held on 22 and 23 July 2026, at the Leschenault Pavilion, Peter Anderson Drive, Australind (*Refer to Attachment No. 6.2.2*).

Ms. Howard advised that the Polyphagous Shot-hole Borer (PSHB) has transitioned from eradication to a management phase, with ongoing resourcing implications and stakeholder engagement. The Department of Primary Industries and Development are currently holding workshops focusing on susceptible PSHB hosts and their symptoms, sampling advice and diagnostics pathways and treatment/disposal of invested material.

Shire President noted that it is important for the community to be vigilant and to be continually updated on the issue of the PSHB.

6.3. Department of Communities Report

The Department of Communities Quarterly Report has been received by Ms. Renee Flaxman and is attached to the Agenda for the Committee's information (*Refer to Attachment 6.3.1*).

6.4. Bushfire Risk Mitigation Officer's Report

The Bush Fire Risk Mitigation Coordinator's (BRMC) Quarterly Report has been received by Mrs. Kaitlin Southgate, and is attached to the Agenda for the Committee's information (*Refer to Attachment 6.4.1*).

Mr. Jones reported that mitigation and prescribed burning activities have been highly successful over the past year. He noted the strong involvement of Brigades, highlighting the valuable transfer of experience from senior members to newer volunteers. Mr. Jones expressed his appreciation to Mr. Wayne Jackson, Mrs. Kaitlin Southgate and Mr. Nick Mellowship for their efforts in implementing the mitigation program.

Mr. Wayne Jackson, Chief Bush Fire Control Officer, also expressed his appreciation to all the volunteers for their assistance in the mitigation/prescribed burns.

6.5 Alcoa – Bush Fire Ready Fund Report

Mr. Jake Webb, Health and Safety Principal, Emergency Management, Alcoa, advised the Committee that Alcoa's 2026 Alcoa Bush Fire Ready Fund Grants Program is now open; submissions closing 5 July 2026, 7.00pm.

For further information on the funding, please visit [2026 Alcoa Bushfire Ready Fund - Grants Program - Alcoa](#). (*Refer to Attachment No. 6.5.1*).

6.6 Chief Executive Officer Report

Ms. Riordan expressed her appreciation to the Committee, noting that the operation of the LEMC Committee is a very valuable and successful Committee.

6.7 Community Emergency Services Coordinator's Report

- Mr. Nick Mellowship reported that two days prior to the storm event, attendance was required by himself and brigades at a deliberately lit fire that had occurred on a Shire verge. Discussions are taking place regarding this incident.
- Mr. Mellowship advised that efforts are underway to secure ARC Infrastructure representation on the LEMC. A recent incident highlighted the inability to promptly contact the agency when urgently required.

With the Australind Train service set to resume, it would be beneficial to understand the emergency response measures ARC Infrastructure has in place.

- Mr. Mellowship reported that the construction of the Leschenault Fire Station was going well with the electrical fit-out and plumbing now taking place. The building handover is still schedule for the end of October 2026.
- Shire President Campbell enquired whether volunteer training was scheduled during the off-season. Mr. Mellowship advised that the training calendar is already heavily booked during this period.

6.8 WA Police Report

Acting Officer in Charge, Harvey Police, Dan Simpson, advised that Sergeant Leighton Kirk will commence at Harvey Police Station at the end of June 2026, and Sergeant Mark Cook has been appointed to the Yarloop Police Station.

Acting OIC Simpson also reported on ongoing collaboration with the Department of Communities regarding local homelessness issues, as well as coordination with the Shire of Harvey Coordinator Ranger Services, Mr Andrew Church, who has provided valuable information in relation to illegal camping and homelessness.

6.9 Tronox – Emergency Services Report

Mr. Zee Rijkuris, Tronox Emergency Services, advised Tronox is in the process of recruiting an Emergency Services Coordinator. Upon appointment, the successful candidate will represent Tronox at future LEMC meetings.

7. Next Meeting

The next meeting of the Local Emergency Management Committee will be held on Monday 14 September 2026, in the Harvey Council Chamber, commencing at 2.00pm.

8. Closure of Meeting

There being no further business to discuss, the meeting was closed at 3.18pm