



SHIRE OF
HARVEY

A Breath of Fresh Air

Local Emergency Management
Committee Meeting
Minutes

Harvey Council Chambers

Monday, 9 June 2025

2.00PM

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Local Emergency Management Committee Meeting

Minutes of the meeting of the Local Emergency Management Committee, held on Monday 9 June 2025, in the Harvey Council Chamber, Young Street, Harvey, commencing at 2.13pm.

Official Opening

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

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
Yarloop Police	OIC.	Kylie	Jones
Australind SES – Nominee (or delegate)	Mr.	Matthew	Redmond
VFRS – Harvey	Mr.	Scott	Britza
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	Haslehurst
Bushfire Risk Mitigation Coordinator	Mrs.	Kaitlin	Southgate
Manager Environmental Health	Ms.	Sara	Saberi (<i>Electronically</i>)
DFES – District Officer – Natural Hazards	Mr.	Nick	Elrick
Harvey Recreation & Cultural Centre – Manager	Mr.	David	Marshall
Leschenault Leisure Centre - Manager	Mr.	Richard	Duke
Acting Director Infrastructure Services	Mr.	Shane	Faber
Atco Gas	Mr.	Adam	Trigwell
Local Industry Representative/Albermarle	Mr.	Chris	McLennan
Main Roads	Mr.	Bruce	Hancock
Department of Health	Mr.	Barry	Moroney
Dampier to Bunbury Gas Pipeline	Mr.	Kirk	McDonald
Harvey Water	Mr.	Cameron	Norris (<i>Electronically</i>)
Water Corporation	Mr.	Cam	Van Veen (<i>Electronically</i>)
Telstra	Mr.	Andy	Boutell

2. Apologies

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

Ms. Pauline Nichols, WA Country Health Services
Mr. Afie Jazreen, DBCA
Mr Darren Harvey, DBCA
Mr. Aaron Goodhew, ATCO
Mr. Brendon Jackson, Water Corporation
OIC. Grant Earnshaw, Australind Police
Sgt. John Hancock, Harvey Police
Mr. Mark McQueen, DFES
Mr. Ricky Southgate DFES

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

Moved Cr. John Bromham

Seconded: Ms. Suleen Van Der Westhuizen

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

LEMC 25/03 CARRIED 8-0

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***).

Cr. John Bromham – when an emergency contact is on leave, is a secondary contact supplied?

Mr. Jones advised that most Agencies do advise of a secondary contact if they are unavailable for a period of time, however, an investigation into secondary contacts being available, where one has not been supplied, will be carried out.

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.

Shire President, Cr. Campbell, thanked all those for attending the Exercise prior to today's meeting.

Mr. Jones advised that the Power Point from today's Exercise will be circulated at the next scheduled LEMC Meeting, September 2025, including a detailed report of 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,

After today's exercise there are some areas that may need some consideration for amendment.

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

The Business Plan is attached for your information (***Refer to Attachment 5.6.1***).

5.7. Fourth Quarter Meeting

5.7.1. Local Government Exercise Schedule

Mr Jones advised that he is currently working on a future exercise, coinciding with DFES, scheduled to be held towards the end of 2025.

5.7.2. Seasonal Review

The DFES District Emergency Management Advisor's Report includes the Seasonal Review included, please refer to ***Attachment 6.2.1***.

6. General Business

6.1. DFES Report

Nil.

6.2. DFES District Emergency Management Advisor Report

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*).

6.4. WA Country Health Services

Mr. Moroney reported an increase in Covid and the Respiratory Syncytial Virus (RSV), reinforcing personal health practices to be maintained.

There are longer any isolation rules within Western Australia, however it is wise to remain home if systematic with any virus.

6.5 Atco

Mr. Trigwell advised that Atco have carried out a Five-Year Leak Survey within the Harvey area, with fifteen leaks identified and to be rectified in the near future.

6.6 Volunteer Fire Brigade Open Days

Shire President, Cr. Campbell – were the recently held Bush Fire Brigade Open Days successful?

Mr. Jackson advised that those Brigades that did hold Open Days appeared to operate well, with one Brigade securing eleven new members. The Open Days are scheduled to be held again next year.

6.7 Construction of Leschenault Bushfire Brigade Building

Mr. Jones advised that the tender has been advertised for the design and construction of the Leschenault Bushfire Brigade building.

The Brigade will be relocating whilst the new Station is being constructed.

6.8 Appreciation to Volunteers

Mr Jones conveyed the Shire's appreciation to all volunteers in keeping the community safe, reminding volunteers to look after their well-being, as well as the well-being of fellow volunteers.

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

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

I, Cr. Michelle Campbell certify that the aforesaid Minutes of the Local Emergency Management Committee Meeting, held on Monday 9 June 2025 are a true and correct record of that meeting on Monday 9 June 2025.

A handwritten signature in black ink that reads "Michelle Campbell". The signature is written in a cursive style and is positioned above a horizontal line.

Cr. Michelle Campbell
Shire President