



SHIRE OF
HARVEY

A Breath of Fresh Air

Local Emergency Management Committee Meeting **Minutes**

Council Chamber
Monday, 14 September 2026
2pm

Table of Contents

1. Attendance	3
2. Apologies.....	3
3. Confirmation of Minutes	4
4. Presentations/Deputations	4
4.1. Pre-Exercise - "WA's First Terrorist Incident" - Local Government Authority's View on Recovery, Prevention and Preparedness	4
5. Business in accordance with the requirements of the <i>Emergency Management Act 1995</i>.....	5
5.1. Confirmation of LEMC Contact Details	5
5.2. Review any Post - Incident Reports and/or Post - Exercise Reports.....	5
5.3. Funding Nominations and Applications Process.....	5
5.4. Emergency Risk Management (ERM)/Treatment Strategies Progress	5
5.5. Review of Local Emergency Management Arrangements	6
5.6. Review Business Plan Strategies and Record Key Achievements.....	7
5.7. First Quarter Meeting	7
5.7.1. Local Government Exercise Schedule.....	7
6. General Business	7
6.1. Department of Fire and Emergency Management's Report (DFES).....	7
6.2. DFES Emergency Management Advisor's Report (DEMA)	7
6.3. Department of Biodiversity, Conservation and Attraction's Report (DBCA)	7
6.4. Department of Communities' Report (DoC).....	8
6.5. Bushfire Risk Mitigation Coordinator's Report (BRMC)	8
6.6. Main Roads Western Australia's Report (MRWA)	8
6.7. WA Country Health Services (WACHS)	8
6.8. Community Emergency Services Coordinator (CESM)	8
6.9. Department of Primary Industries and Regional Development (DPIRD).....	9
6.10 Shire President, Cr. Michelle Campell	9
7. Closure of Meeting	9
8. Next Meeting.....	9

Local Emergency Management Committee Minutes

Official Opening

The Presiding Member, Shire President Cr. Campbell, opened the meeting at 2.08pm.

Cr. Campbell welcomed the Shire's temporary Chief Executive Officer Mr. Tony Nottle, to the meeting.

1. Attendance

Committee Membership – Voting

Shire President/Presiding Officer	Cr.	Michelle	Campbell
Deputy Shire President	Cr.	Craig	Carbone
Chief Bush Fire Control Officer	Mr.	Wayne	Jackson
Community Emergency Services Manager	Mr.	Nick	Mellowship
Harvey Police	Sgt.	Leighton	Kirk
Australind Police	Snr/Sgt.	Scott	Starkie
Department of Communities	Ms.	Renee	Flaxman

Committee Membership – Non-Voting

Chief Executive Officer (Temporary)	Mr.	Tony	Nottle
Manager/Waste and Safety Services / Local Recovery Coordinator, Shire of Harvey	Mr.	Haydn	Jones
Bush Fire Risk Mitigation Coordinator	Mrs.	Kaitlin	Southgate
Manager Environmental Health	Ms.	Anne-Marie	Pearson
DFES – Emergency Management Advisor	Ms.	Melissa	Howard
Harvey Recreation & Cultural Centre – Manager	Mr.	David	Marshall
Leschenault Leisure Centre – A/Manager	Ms.	Kellie	Holm
Yarloop Police	Sgt.	Mark	Cook
AGIG	Mr.	Adam	Dallman
Main Roads	Ms.	Kerry	McNevin
Main Roads	Mr.	Jacob	Marinelli
Department of Health	Mr.	Barry	Moroney
Department Primary Industries and Regional Development	Ms.	Tamara	Keens
Water Corporation	Mr.	Brian	Avila

2. Apologies

Mr. Darren Harvey, Fire Operations Officer, DBCA

Mr. Ian McMahon, Local Manager, Australind SES

Mr. Nick Elrick, District Officer, Natural Hazards South West, DFES

Mr. Greg Treasure, Operations Manager South West, Water Corporation

Ms. Suzie Haslehurst, Director Community & Lifestyle, Shire of Harvey

Mr. Jewell Crossbegr, DBCA District Officer, Wellington

3. Confirmation of Minutes

The Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 8 June 2026, are attached hereto (Refer **Attachment 3.1.1**).

Recommendation

That the Minutes of Local Emergency Management Committee Meeting held on Monday 8 June 2026, be confirmed as a true and correct record.

Moved: Carbone Seconded: Campbell

That the Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday, 8 June 2026, be confirmed as a true and correct record.

CARRIED 7-0 LEMC 26/03

4. Presentations/Deputations

4.1. Pre-Exercise - "WA's First Terrorist Incident" - Local Government Authority's View on Recovery, Prevention and Preparedness

On Monday 7 September, LEMC members received a presentation by Mr. Peter Henry, Alliance Management Community Safety and Amenity, City of Perth.

On 26 January 2026, a homemade fragmentation device was thrown into a crowd of approximately 2,500 people attending an Invasion Day Rally in Perth's Central Business District. While the device failed to detonate, the incident was subsequently declared a terrorist attack and marked the first occasion a person has been charged with engaging in a terrorist act in Western Australia.

Peter was directly involved in the City of Perth's response and recovery activities following the incident and has recently presented his experiences and lessons learned at the WALGA Emergency Management Forum.

This presentation provided an important opportunity to learn from a real-world incident and to better understand the challenges local governments and partner agencies may face in relation to these emerging hazards.

The presentation served as a valuable preparation for the LEMC Exercise, titled "*Brunswick Shield*" to be held prior to the LEMC Meeting Monday 14 September 2026. While the exercise scenario will be based on a hostile act rather than a terrorist attack, the themes of multi-agency coordination, community impacts, public information, welfare, and recovery are closely aligned. The distinction allows WAPOL representatives to openly discuss response and recovery arrangements while still providing a realistic and challenging scenario for participants.

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. 5.1.1.1***).

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

5.3. Funding Nominations and Applications Process

All West Australians Reducing Emergencies (AWARE) Grant Program

Applications for the 2026 – 2027 All West Australians Reducing Emergencies (AWARE) Grant Round are open from 7 September to 9 October 2026.

A total of \$219,940 in State Government funding is available to support Western Australian local governments in strengthening emergency management capability through preparedness, resilience, and capacity-building projects.

The funding aims to enhance local emergency management arrangements and improve community preparedness for emergencies.

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

Summary

To seek LEMC endorsement to include a Strategic Risk Review as a standing agenda item at future meetings.

Background

The Shire of Harvey's Local Emergency Management Arrangements (LEMA) are due for review in 2028. Since their development, the identified hazards and risk assessments have not been comprehensively reviewed.

Changes in climate, land use, infrastructure, population, and emergency management practices may have altered the Shire's risk profile. Introducing regular risk reviews through the LEMC will ensure risks remain current and support a more informed review of the LEMA in 2028.

Current priority hazards include: -

- Bushfire.
- Severe Storm.
- Hazardous Materials Incident.
- Earthquake.
- Pandemic.
- Tsunami.

Proposal

At each LEMC meeting, one hazard will be reviewed to: -

- Confirm whether current risk ratings remain appropriate.
- Consider changes in likelihood, consequence, and community impact.
- Review existing mitigation and control measures.
- Identify emerging risks or gaps.
- Consider new hazards for inclusion in the LEMA.

Where required, additional information will be sought from relevant agencies and any recommended changes presented to the LEMC for endorsement.

Benefits

- Provides a stronger strategic focus for LEMC meetings.
- Ensures local risk assessments remain current and evidence based.
- Encourages greater involvement from member agencies.
- Identifies emerging risks early.
- Reduces the workload associated with the 2028 LEMA review.

Officer's Recommendation

That the Local Emergency Management Committee endorse the inclusion of a standing Strategic Risk Review agenda item at future meetings to support the ongoing effectiveness and currency of the Shire of Harvey's Local Emergency Management Arrangements.

Moved: Mellowship

Seconded: Cr. Campbell

That the Local Emergency Management Committee endorse the inclusion of a standing Strategic Risk Review agenda item at future meetings to support the ongoing effectiveness and currency of the Shire of Harvey's Local Emergency Management Arrangements.

CARRIED 7/0 LEMC 26/04

5.5. Review of Local Emergency Management Arrangements

The State Emergency Management Policy Communique - LEMA and associated updated Local Emergency Management Arrangements (LEMA) templates and guidance have been released by the State Emergency Management Committee (SEMC). The Communique clarifies minimum LEMA compliance requirements, confirms that local governments must review their LEMA at least every five years, and advises that the new templates are available for optional use during a 12-month consultation period.

A copy of the Communique is attached for members' information. Members are requested to note the updated guidance and consider any implications for the review and ongoing maintenance of the Shire's Local Emergency Management Arrangements (*Refer to Attachment No. 5.5.1.1*).

5.6. Review Business Plan Strategies and Record Key Achievements

Shire staff attended Emergency Management Training in Bunbury on 22 and 23 July 2026, alongside Shire President, Michelle Campbell, and Councillor Wendy Dickinson.

The awareness-level training was delivered and fully funded by the Department of Fire and Emergency Services (DFES) Emergency Management Training Program.

The training comprised the following courses: -

- **Introduction to Emergency Management:** An overview of the legislative and policy framework for emergency management, including emergency management principles, governance arrangements, prescribed hazards, key planning documents, and hazard management responsibilities across Western Australia.
- **Introduction to Disaster Recovery:** An introduction to disaster recovery principles and practices, focusing on supporting individuals and communities affected by emergencies. Topics included recovery governance, stakeholder roles and responsibilities, recovery planning, transition arrangements, and the respective roles of local and State governments.

5.7. First Quarter Meeting

5.7.1. Local Government Exercise Schedule

The LEMC "Brunswick Shield" Exercise is to be held prior to this meeting, commencing at 12.00pm.

Cr. Michelle Campbell congratulated Mrs. Kaitlin Southgate on the organisation and positive response to the Exercise.

5.7.2. Seasonal Review

DFES was an apology for the meeting.

6. General Business

6.1. Department of Fire and Emergency Management's Report (DFES)

The Department of Fire and Emergency Services (DFES) Report has been received and is included in the District Emergency Management Advisor's (DEMA) Report (*Refer to Attachment 6.2.1.1*).

6.2. DFES Emergency Management Advisor's Report (DEMA)

The District Emergency Management Advisor's (DEMA) Quarterly Report has been received by Ms. Melissa Howard and is attached for the Committee's information (*Refer to Attachment 6.2.1.1*).

6.3. Department of Biodiversity, Conservation and Attraction's Report (DBCA)

DBCA was an apology for the meeting.

6.4. Department of Communities' Report (DoC)

The Department of Communities' Quarterly Report has been received from Ms. Renee Flaxman, Regional Coordinator, South West, and is attached for the Committee's information (***Refer to Attachment 6.4.1.1***).

A copy of the Department of Communities' Local Emergency Relief and Support Plan is also attached for the Committee's information. (***Refer to Confidential Attachment 6.4.2.1***).

6.5. Bushfire Risk Mitigation Coordinator's Report (BRMC)

The Bushfire Risk Mitigation Coordinator's Report was tabled at the meeting (***Refer to Attachment No. 6.5.1.1***).

6.6. Main Roads Western Australia's Report (MRWA)

The MRWA Report, has been received from Mr. Bruce Hancock, Asset Manager Operations, South West and is attached for the Committee's information (***Refer to Attachment No. 6.6.1.1***).

6.7. WA Country Health Services (WACHS)

Mr. Barry Moroney reported the current increase in the infectious Respiratory Syncytial Virus (RSV).

The Bunbury Hospital is currently at capacity and has been now for over a month.

6.8. Community Emergency Services Coordinator

- Mr. Nick Mellowship advised of the potential of an early start to the fire season due to the earlier onset of warmer weather.
- The Shire of Harvey volunteer training is now available to volunteers from day one of volunteering to Incident Controller level.
- The Leschenault Bushfire Station – a Practical Completion Meeting is scheduled to be held on Thursday 17 September 2026.
- The Roelands/Olive Hill Volunteer Bushfire Brigade have received their new 1.4, four – seater, 4x4 Iveco.
- Western Power Grants Program – Mr. Mellowship reported that the Western Power Grant Program is now open to volunteer bushfire brigades. The purpose of the grants are to assist brigades in purchasing items that are not eligible for funding under the Local Government Grants Scheme. Brigades may apply directly to Western Power for funding consideration.
- The annual Shire of Harvey Volunteer Training Exercise is to be held 17 October 2026 with all Volunteer Brigades being in attendance. The exercise concentrates on the refreshing of fire-fighting skills, communications and welfare.

6.9 Department of Primary Industries and Regional Development (DPIRD)

Ms. Tamara Keens reported that Bird Flu is currently high on DPIRD's radar, with sampling of suspected birds continuing.

Cr. Michelle Campbell enquired about the appropriate steps to take when encountering a deceased bird. Ms. Keens advised that such incidents should be reported to the Emergency Animals Diseases (EAD) Hotline. She recommended taking photographs of the deceased bird and recording coordinates to assist with any subsequent investigation. Ms. Keens further reported that ten cases have been confirmed in Western Australia.

Mr. Haydn Jones advised that a South West District meeting is held fortnightly, bringing together a range of stakeholders to provide updates on the current Bird Flu situation. He noted that it will be important to monitor any further developments and their potential impacts on local governments. Mr. Jones advised that Western Australia has been fortunate to experience a relatively slow increase in the number of confirmed cases. He further advised that regular updates and communications are received from DEMA and offered to distribute these updates to Committee members.

<https://www.agriculture.gov.au/campaigns/birdflu/latest-data>

6.10. Shire President, Cr. Michelle Campbell

Cr. Campbell expressed the Committee's appreciation to BRMC Ms. Kaitlin Southgate, previous Officer in Charge of Harvey Police Daniel Simpson, Australind Senior Sergeant Scott Starkie and Cr. Laurie Morley for their efforts and assistance in the organisation and delivering of the LEMC Exercise, "Brunswick Shield", held prior to today's meeting.

Cr. Campbell also acknowledged Chief Bushfire Control Officer, Mr. Wayne Jackson, for his ongoing support of the volunteers. Cr. Campbell further conveyed the Committee's best wishes to all volunteers for the forthcoming bushfire season.

7. Closure of Meeting

Shire President Cr Campbell, closed the meeting at 3.03pm

8. Next Meeting

The next meeting of the Local Emergency Management Committee will be held on Monday 8 December 2026, in the Harvey Council Chamber, commencing at 2.00pm.



Local Emergency Management Committee Minutes **Attachments**

14 September 2026
Harvey Council Chamber
2pm

Prepared for: Local Emergency Management Committee

Date: 14th September 2026

Prepared by: Kaitlin Southgate

Position: Bushfire Risk Mitigation Coordinator

1. MAFGP 2025–2026 Acquitted

Recommended	19	\$73,960.80
Acquitted	15	\$36,822.15
Not Acquitted	4	\$0.00

2. Community and Stakeholder Engagement

- **School Engagement:** The DoE and DFES recently delivered bushfire preparedness training exercise for South West school principals. Participants completed a scenario-based activity to test their Standalone Bushfire Plans and identify areas for improvement.
- Following this training, principals within the Shire of Harvey have expressed interest in establishing an annual pre-season bushfire preparedness meeting. The purpose of the meeting would be to strengthen coordination, share local bushfire preparedness information, and review plans before the bushfire season. Opportunities are currently being explored for the Shire of Harvey to facilitate this initiative in partnership with relevant local agencies.

3. Operational Budget and Risk Assessment

- **Budget Input: \$55,000**
 - 70 treatments within annual works program to be completed prior to December 1st

5. MAF 2026-2027 Approved

- 21 treatments totalling \$186,077.60 applied for, with 20 approved total allocated \$183,077.60
- Requested for quotes will go out to contractors this week.