

Shire of Lake Grace

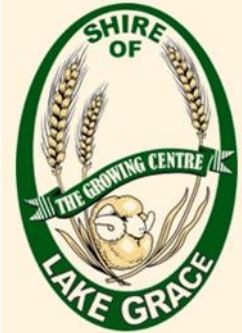
Local Emergency Management Committee

Minutes

31 October 2024

Meeting Commencing at 1.00pm

Shire of Lake Grace Council Chambers, 1 Bishop Street Lake Grace



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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

Acknowledgement of Country to be read by the Chairperson

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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SHIRE OF LAKE GRACE

Minutes of the Local Emergency Management Committee Meeting held at the Shire of Lake Grace Council Chambers, 1 Bishop Street Lake Grace on Thursday 31 October 2024.

Emergency Management Act 2005

39. Functions of local emergency management committees
- a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
 - b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements;
 - c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

1.0 OPENING AND WELCOME

The Shire President Len Armstrong opened the Meeting at 1.00pm.

2.0 ATTENDANCE AND APOLOGIES

Attendees:

Name	Role	Agency
Len Armstrong	Council President	Shire of Lake Grace
Craig Elefsen	MIS	Shire of Lake Grace
Alan George	CEO	Shire of Lake Grace
Ryan Sutherland	CESM	Shire of Lake Grace
Gavin Stevens	Area Officer	DFES
Ross Chappell	Volunteer	St John Lake Grace
Charlotte Powis	DEMA	DFES
Aimee Turnbull	CEDO	Shire of Lake Grace
Wade Bambling	Sergeant	Lake Grace Police Station
Lisa Pearce	Health Service Manager	Lake Grace Hospital
Michael Phillips via teams	Regional Coordinator	Dpt Communities
Peter Stoffberg	Owner	Lake Grace Roadhouse
Ethan Giacomet	Assistant Operations Officer	DBCA
Tony Peplow via Teams @ 12:58pm	Operations Manager	Water Corporation
Anna Erickson via Teams @ 1:01pm	Veterinary Officer	DPIRD
Chris Poot	Area Manager	CBH Lake Grace

Apologies:

Name	Role	Agency
Michelle Bamess	Community Paramedic	St John Ambulance
Fred Steer	Acting Operations Manager	Main Roads

Minute taker: Kylie Armanasco

3.0 DISCLOSURE OF INTERESTS

Nil

4.0 GUEST PRESENTATIONS

Nil.

5.0 CONFIRMATION OF MINUTES

RECOMMENDATION / RESOLUTION

That the Minutes of the Local Emergency Management Committee Meeting held on Thursday 08 August 2024 be confirmed as a true record of proceedings

Moved: Alan George
Seconded: Ross Chappell

CARRIED 13/0

6.0 REVIEW OF ACTION LIST AND BUSINESS ARISING

	ACTION	RESPONSIBILITY	STATUS
GENERATORS	Source four generators for the following locations: Shire Office (complete) Lake Grace Town Hall Lake Grace Pavilion Doctor's Surgery	Shire administration	Ongoing
EVACUATION CENTRES	Lake Grace Pavilion & Newdegate Pavilion have been assessed by Department of Communities for suitability	Department of Communities	Ongoing

	Add the Newdegate Pavilion and Lake Grace Pavilion to Evacuation Centre mapping system.		
	Source grant funding to enable evacuation centres to be properly equipped.	Shire administration	Ongoing
COMMUNICATIONS	Investigate purchase of extra 2-way radios	Shire administration	Ongoing
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	Update LEMA and educate on best practice for large incidents.	Shire administration CESM	Ongoing
PPE & TRAINING	Shire to issue PPC/E to active members and complete appropriate training based on hazards.	CESM	Ongoing
INCIDENT MANAGEMENT TRAINING	FCO training on incident management	CESM	Ongoing
LOCAL RECOVERY PLAN	Review and update Local Recovery Plan	Shire administration Local Recovery Coordinator CESM	Ongoing
RISK REGISTER	Update Risk Register	Shire administration CESM	Ongoing

Peter Stoffberg made the recommendation that once an item for action is complete that it be removed from the list.

7.0 CORRESPONDENCE

Correspondence In:

Mr Hayden Richardson (Owner, Landmark Newdegate) – Telephone correspondence on 09 August 2024 – Mr Richardson advised that he does not currently have capacity to join LEMC.

Ms Stephanie Lloyd-Clarke - (Deputy President, Newdegate Field Machinery Days) – Email correspondence on 09 October 2024 – Ms Lloyd-Clarke will represent Newdegate Field Machinery Days at LEMC.

Miss Rebekah Dunkeld – (Operator, Newdegate Stock and Trading) – Telephone correspondence on 15 August 2024 – Miss Dunkeld will represent Newdegate Stock and Trading at LEMC in lieu of Mr Colin Dunkeld.

Correspondence Out:

Nil

Information tabled:

Nil

8.0 REVIEW OF LEMC MEMBERSHIP AND CONTACT LIST UPDATES

8.1 Ms Stephanie Lloyd-Clarke (Deputy President, Newdegate Field Machinery Days) – add.

8.2 Miss Rebekah Dunkeld – (Operator, Newdegate Stock and Trading) – add.

9.0 LOCAL EMERGENCY MANAGEMENT (STANDING ITEMS)

9.1 Post Incident Reports

Nil.

9.2 Post Exercise Reports

Nil.

9.3 Exercise

9.3.1 CESM: No practical exercises are currently scheduled.

9.3.2 CESM: The date of the annual desktop emergency management exercise (including the Shire of Kent and Shire of Dumbleyung) is to be confirmed at the first combined LEMC meeting scheduled on Wednesday, 26 March 2025.

9.4 Review Local Emergency Management Arrangements

9.4.1 A LEMA review checklist was completed and provided to DEMA Charlotte Powis on 19 August 2024. This reviewed the Shire’s existing LEMA document which has not been recorded by the State Emergency Management Committee. The review identified that the Shire currently does not have the required local emergency management policies. However, the LEMA identifies several plans and policies, including a Communications Plan, “to be developed”. A table (Appendix 4) outlines plans and policies, however, two of four plans listed are identified as in development.

Information pertaining to office bearers, their roles and responsibilities within the LEMC and ISG were identified as requiring revision. Records and details of Memoranda of Understanding were also found to require review, as no current details are maintained in the LEMA regarding MOUs.

Information about vulnerable groups (i.e. locations such as schools and aged care facilities) is identified, however, the populations within these locations are not documented as vulnerable. "Special needs groups" are identified in the Shire of Lake Grace Local Recovery Management Plan. Additionally, the Shire's Local Recovery Plan has not been reviewed since 2016.

9.4.2 Quotes have been provided by four emergency management planning businesses for the research and drafting of a combined LEMA. The Shires of Dumbleyung, Kent and Lake Grace are reviewing these quotes.

9.4.3 As of 23 Oct 24, a letter from the Shire of Lake Grace is being drafted requesting approval from the State Emergency Management Committee for a combined LEMC to be recorded. This will also advise the SEMC that the Shires are adopting a combined LEMA.

10.0 AGENDA ITEMS

RECOMMENDATION / RESOLUTION

Endorsement of the updated members list to include amendments.

Moved: Peter Stoffberg

Seconded: Lisa Pearce

CARRIED 14/0

RECOMMENDATION / RESOLUTION

CESM Ryan Sutherland recommended for the Shire of Lake Grace Ranger, Keith Squibb, be added to the LEMC list.

Moved: Ryan Sutherland

Seconded: Ross Chappell

CARRIED 14/0

11.0 AGENCY / MEMBER REPORTS

11.1 Chris Poot – CBH Lake Grace

With harvest happening, Chris brought to attention that there is an increase of people within Lake Grace town & shire resulting in more vehicles on the road.

11.2 Lisa Pearce – Lake Grace Hospital

In preparation for the bush fire season ahead, Lisa informed the LEMC that the hospital staff have been doing extra training. The hospital had a steady flow of patients for September and is well staffed.

11.3 Ross Chappell – St John Ambulance Lake Grace

Ross advised that there has been a struggle to get a crew together at times, although there are 12 volunteers on the list. Most members are only drivers and haven't done training to be able to assist in giving treatment.

11.4 Gavin Stevens – Department of Fire & Emergency Services

See attached report.

Gavin shared that Emergency WA is the best source of information for communication regarding bush fires that are reported and will soon be available in an app. There are fixed wing fire fighting aircraft coming in for use this bush fire season a week earlier, compared to previous seasons. A recommendation was made by Gavin for everyone to do a Bushfire Fundamental course, to allow non bush fire brigade people to understand what to do in the event of a bush fire. A total fire ban would be in place for tomorrow 01/11/2024.

11.5 Charlotte Powis – Department of Fire & Emergency Services

See attached report.

Charlotte informed the LEMC that some of the State Hazard Plans are open for review and comment, with the Fire Plan open until 9/12/2024 and the Human Bio Security Plan open until 8/11/2024. The DEMC is prioritising the issue with power outages and communications in times of emergency. A preseason briefing is happening on Wednesday 20 November 2024.

11.6 Ethan Giacometti – Department of Biodiversity Conservation and Attractions

Ethan happily advised the LEMC that is now contactable 24hrs a day.

11.7 Tony Peplow – Water Corporation

Tony shared that there is a good amount of water on hand ahead of the bush fire season, a lot of preparation work has been done so they are in a good position.

11.8 Anna Erickson – Department of Primary Industries and Regional Development

Anna mentioned the ongoing issue of the Shothole Borer that is happening in Western Australia and to keep an eye out for the signs of a Shothole Borer.

11.9 Ryan Sutherland – Shire of Lake Community Emergency Services Manager

See attached report.

12.0 GENERAL BUSINESS

Nil

13.0 NEXT MEETING

Date	Activity	Venue	Comment
Wednesday 26/03/25	LEMC Meeting	Shire of Dumbleyung Council Chambers	
Wednesday 04/06/25	LEMC Meeting	Shire of Lake Grace Council Chambers	
Wednesday 27/08/25	LEMC Meeting	Shire of Kent Council Chambers	
Wednesday 29/10/25	LEMC Meeting	Shire of Dumbleyung Council Chambers	

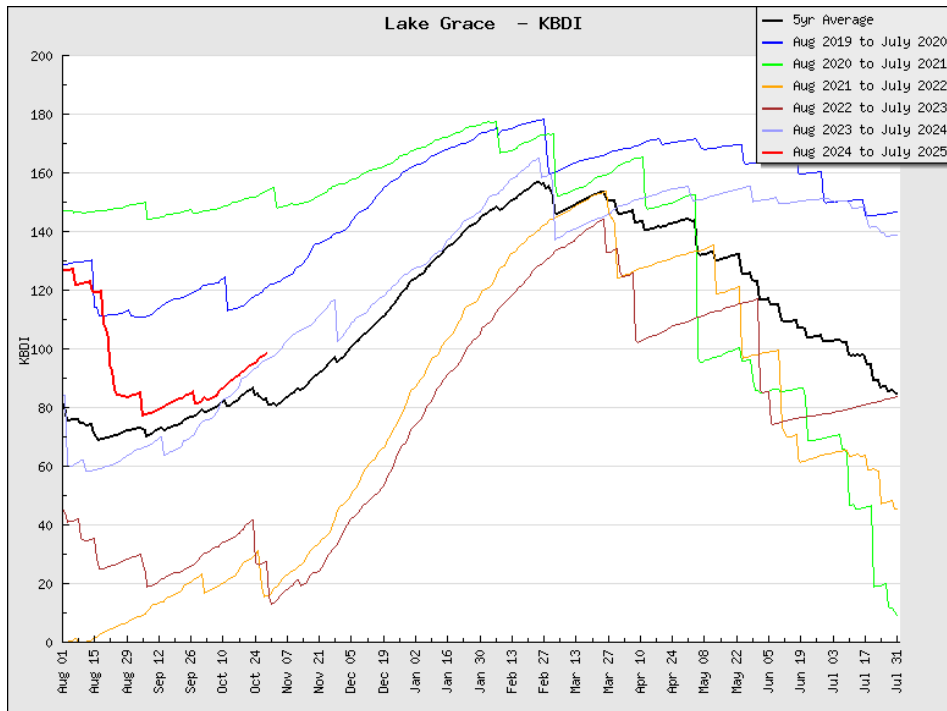
14.0 CLOSURE

There being no further business, the Chairperson closed the meeting at 1:37pm.

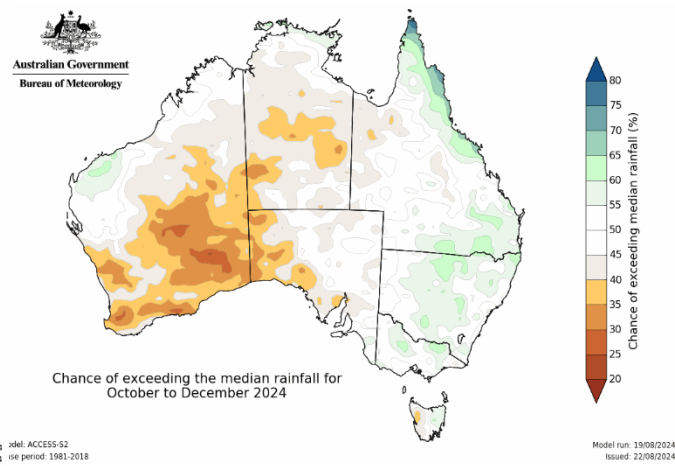
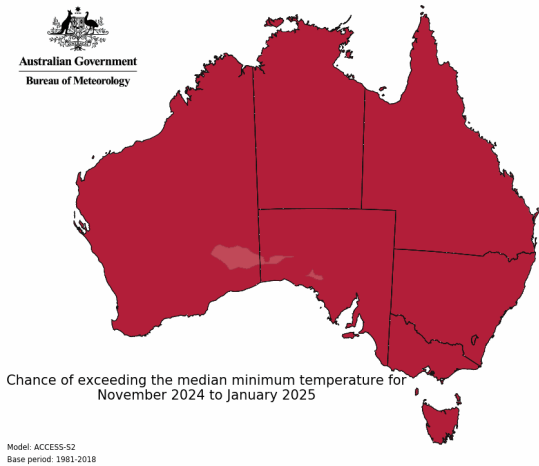


Lake Grace LEMC Report – 31 October 2024

BUSHFIRE SEASON OUTLOOK & PREPARATION



The region is unseasonally dry with significant rainfall not occurring till later in the season, currently ahead of 5 year average with forecast warmer than average temps and average to below average rainfall Oct- Dec 2024



Based on this preliminary information being well prepared for Bushfire Season is key and we would encourage all agencies to test plans and be prepared.
<https://www.dfes.wa.gov.au/hazard-information/bushfire>

Key Preparedness Measures and Messages

Three areas of focus we have as an agency in preparation:

- **Safety** – There was a tragic incident resulting in loss of life in Esperance and in our own region several injuries last season. The importance of regular high quality training, suitable PPE and safe operational practise to keep all responders safe is significant. The release of online Rural Fire Awareness for Farmer Response has been helpful in preparing seasonal farm workers,



Lake Grace LEMC Report – 31 October 2024

- **Communication** – Timely and accurate information from reporting all fires to 000 and good information within the first 15 minutes then every hour there after are key to making sure we have the resources to suppress the incidents in a timely manner (see attached PAFTACS sheet). To that end we will be running pre-season briefings in October. <https://www.emergency.wa.gov.au/> continues to be a reliable source of truth and information.
- **Risk Mitigation:** Good preparation for the impending season is key and we are:
 - Regional Pre-season forums one of which was held in Lake Grace earlier in Oct
 - Through our Bushfire Risk Mitigation Co-ordinator, Blake, managing our UCL and UMR parcels within the gazetted town boundaries.
 - Reviewing risk and deploying SOSF High Season vehicles where incident numbers, risk, training and engagement are suitable for suppression resources
 - Continuing the Grain Harvest Strategy of forward basing fixed wing aircraft in Narrogin over the Harvest period starting 7 Nov 2024.
 - Engaging stakeholders around testing their plans and preparedness activities.

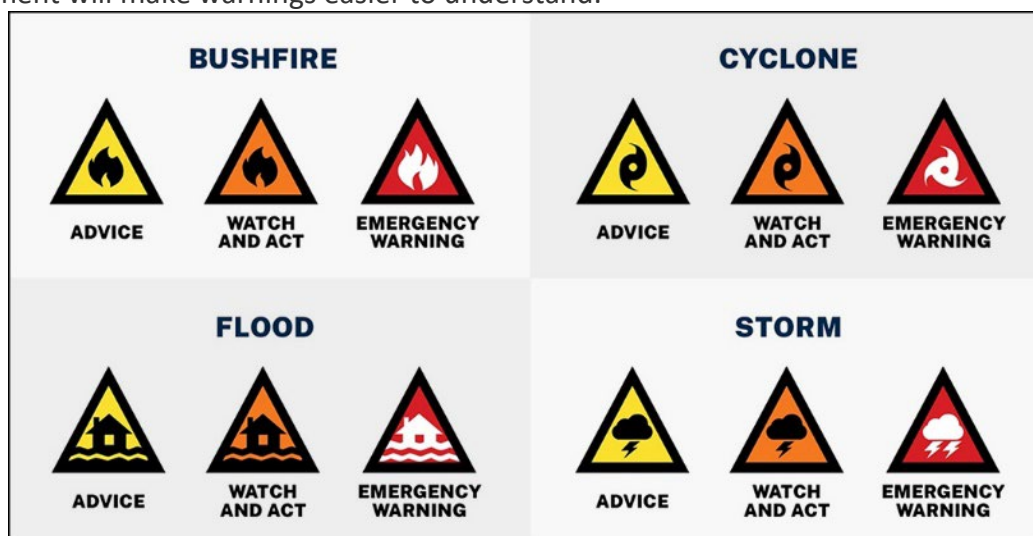
Further Information

Australian Warning System (AWS)

As of 15 July 2024, Western Australia has adopted the Australian Warning System (AWS) for bushfire, cyclone, flood and storm warnings.

The AWS is a national approach to emergency information that aims to deliver consistent warnings to Australian communities, so people know what they need to do to stay safe in an emergency, no matter where they are.

Consistent warning levels, colours and hazard icons supported by a clear and concise action statement will make warnings easier to understand.



Cyclone represents the most significant change find out more here:

<https://dfes.wa.gov.au/hazard-information/warning-systems/australian-warning-system>



Lake Grace LEMC Report – 31 October 2024

Bushfire Fundamentals has been developed to support those who undertake duties in supporting Incident Management Teams at bushfires. It is targeted at personnel working at incidents such as utility companies, St John, contractors, WA Police and Department of Defence. The course provides an overview of bushfire characteristics and behaviour, bushfire safety and survival, the Australasian Inter-Service Incident Management System (AIIMS) and the role of WA fire agencies in bushfire response. Course Access For people who are not DFES staff or volunteers, please use the following link to access the course: <https://eacademy.dfes.wa.gov.au/?client=externaltenant>
Attached is an information sheet for LEMC members.

Staffing update: Anika Keeling will be covering my Annual Leave over October and is available on my email and will have my phone.

Many thanks,

Gavin Stevens
Area Officer Narrogin East
0475 224 640
AOEast@dfes.wa.gov.au



Health and Safety Representative Tip

Person Conducting a Business or Undertaking Primary Duty of Care

The *Work Health and Safety Act 2020 (WA)* describes the Primary Duty of Care held by a person conducting a business or undertaking (PCBU).

A PCBU must ensure, so far as is reasonably practicable the health and safety of:

- workers engaged, or caused to be engaged by the person
- workers whose activities in carrying out work are influenced or directed by the person

A PCBU must ensure, so far as reasonably practicable, that the health and safety of others is not put at risk from work carried out as part of the conduct of the business or undertaking

A PCBU must also ensure, so far as is reasonably practicable:

- the provision and maintenance of a work environment without risks to health and safety
- the provision and maintenance of safe plant and structures
- the provision and maintenance of safe systems of work
- the safe use, handling and storage of plant, structures and substances
- the provision of adequate facilities for the welfare of workers in carrying out work, including ensuring access to the facilities
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to health and safety from work carried out
- the health of workers and the workplace conditions are monitored to prevent illness or injury of workers arising from the conduct of the business or undertaking

OPERATIONAL CONSIDERATIONS

(Checklist for first arriving Firefighters)

The checklist below is a list of operational **considerations** for the first arriving fire crew when giving the first SITREP to COMCEN (first **15 minutes** then every 1hour afterwards). COMCEN can get you Incident Weather also.

P

POSITION AND PROPERTY THREATENED

- Assess the situation – where is it? Nearest cross road?
- Exposures at risk/critical infrastructure? House? Shed? Tower?

A

AREA

- Size of fire (Length x Width) – estimate only

F

FUEL DENSITY AND TYPE

- What is burning? And estimate how fast it is moving (ROS)

T

TIME TO CONTROL

- Establish IMT (Who is IC, what Sectors?)
- Decide on strategies to extinguish/ make safe
- Delegating key functions – get help from others
- How many hours to get it contained? Roughly?

A

ASSISTANCE REQUIRED

- Traffic Management & Road closures?
- Regional Manager to assist? What do you need help with?
- Additional resources (**ask early as it takes time to arrive**)?

C

COMMUNICATIONS AND CONTROL POINT

- Radio frequencies/Communications plan
- Location of control point
- Media and public advice/warnings – 1800 718 288

S

SURFACE WIND STRENGTH AND DIRECTION

- Send SITREP
- Safety is first priority

COMCEN: 1800 198 140

UGS RDC 1800 865 103

DFES Communication Centre (ComCen)**1800 198 140**

- **000 to report bushfire** Email: dfescomcen@dfes.wa.gov.au
- Provide an incident update / situation report (see below)
- Request Incident Weather Forecast
- Request DFES assistance / to attend.
- Contact WA Police, Main Roads, Western Power

DFES Regional Duty Coordinator**1800 865 103**

- Request water bombers
- Request DFES assistance / to attend.
- Request DFES to meet machinery costs **before** engaging contractors

DFES Public Information**1800 718 288**Email: statepublicinfo@dfes.wa.gov.au

- Issue Community Warning (Advice, Watch & Act, Emergency Warning)
- Update or change an existing Community Warning

Telephone Warning System**1300 566 588**

- Sends alerts to home phones & mobiles.
- Must be used for Emergency Warnings

Course Information

Online Bushfire Fundamentals

Background

Bushfire Fundamentals has been developed to support those who undertake duties in supporting Incident Management Teams at bushfires. It is targeted at personnel working at incidents such as utility companies, St John, contractors, WA Police and Department of Defence. The course provides an overview of bushfire characteristics and behavior, bushfire safety and survival, the Australasian Inter-Service Incident Management System (AIIMS) and the role of WA fire agencies in bushfire response.

Course Access

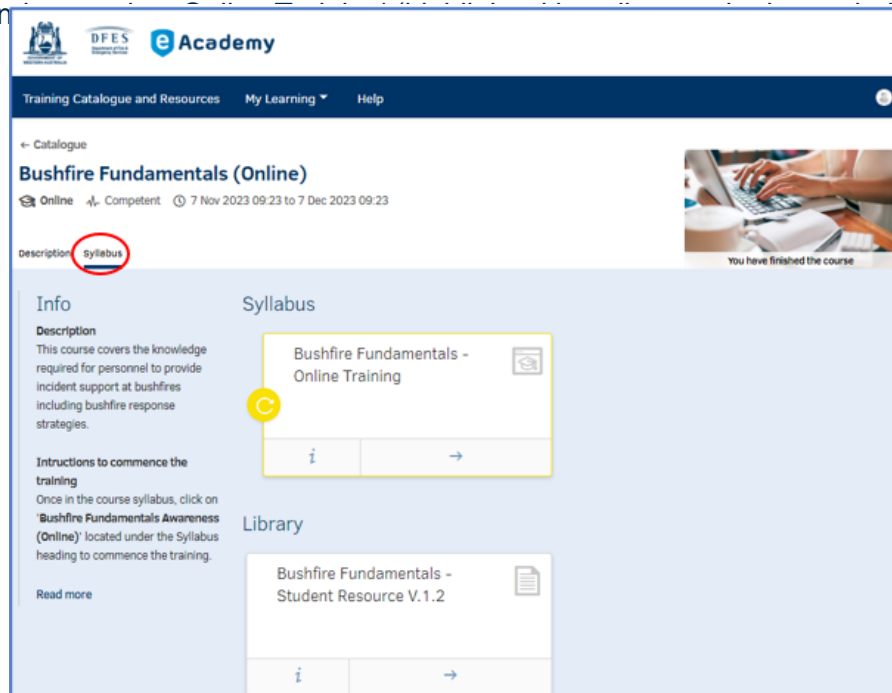
For people who are not DFES staff or volunteers, please use the following link to access the course: <https://eacademy.dfes.wa.gov.au/?client=externaltenant>

Accounts will only be active for 30 days. After this if you wish to access the course again you will need to contact eacademyhelp@dfes.wa.gov.au to request your account be reactivated.

The course may be accessed on a computer, tablet, or smart phone. However, for the best experience it is recommended a computer or tablet is used. Please ensure your device settings allow pop-ups.

If you experience any issues viewing the course on your tablet or mobile device, we suggest downloading Google Chrome from the App Store and select it as your preferred browser.

To access the online course, start by clicking on the 'Syllabus tab' (circled in red on the image below) then click on 'Bushfire Fundamentals' (circled in yellow on the image below).

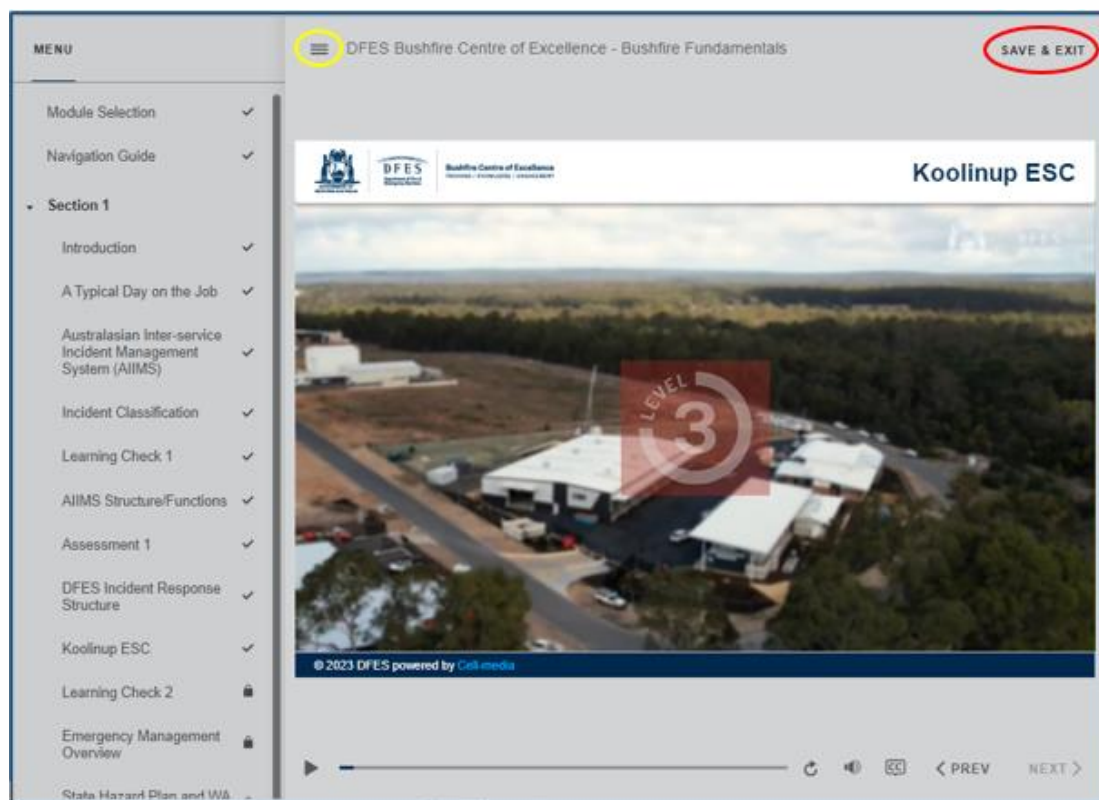


Learning Tips

The online course duration is approximately 2-3 hours. It may be completed in multiple sessions. To ensure your progress is saved, click the 'save and exit' button in the top right-hand corner of the screen when leaving the course (circled in red on the image below).

Always click 'resume' whenever you return to the course. If you select 'start', the course will reset, and you must start from the beginning.

Click on the ☰ icon (circled in yellow on the image below) to open the navigation menu. The navigation menu displays completed tasks with a 'tick' and uncompleted tasks with a 'lock' icon. You can revisit completed items by clicking on them within this menu.



A copy of the **Bushfire Fundamentals Student Resource** is available to download in the 'Library' section located in the 'Syllabus' tab under the online course. It is advisable to download this before starting, to use as a reference tool.

Course Completion

Once you have finished the course, a confirmation email will be sent to you. Please keep the email as evidence that you have completed the course.

Contact

If you have any questions about this course or wish to provide feedback, please email bcoetraining@dfes.wa.gov.au or phone the Bushfire Centre of Excellence on 08 9540 7100.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
October to December 2024**

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held the 2 October 2024. The next meeting is the 4th December. SEMC Communiqués can be found [here](#).

DPIRD Polyphagous shot-hole borer (PSHB) webinar

DPIRD is holding a webinar on 7th November at 1700hrs on the polyphagous shot-hole borer. This webinar is open to the LEMC and DEMC members. Please click on the link below to register for the event.

<https://events.teams.microsoft.com/event/c5d06087-4591-4a6b-a45a-b4ec18bb7e7a@7b5e7ee6-2d23-4b9a-abaa-a0beeed2548e>

STATE CONSULTATION REQUESTS

Review - State Hazard Plan Fire – DFES

The Department of Fire and Emergency (DFES) is progressing a comprehensive review of the State Hazard Plan - Fire. This strategic level plan provides an overview of arrangements for the management of fire emergencies in Western Australia.

Initial feedback was requested from internal DFES stakeholders and agencies with roles and responsibilities within the State Hazard Plan. All local governments were requested to join this initial consultation period.

The amended Plan is now available for broad emergency management stakeholder review and feedback.

For further information and to provide feedback go to the [State Hazard Plan - Fire consultation webpage](#).

Please submit your feedback by close of business Monday 9th December 2024.

Review - State Hazard Plan - Human Biosecurity - Department of Health

A targeted initial internal review of the State Hazard Plan – Human Biosecurity has been completed by the Department of Health’s Communicable Disease Control and Disaster Preparedness and Management Directorates and is now available for broad stakeholder feedback. Concurrently, the Department of Health will be continuing engagement with health system stakeholders in relation to this Plan.

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.

For further information and to provide feedback go to the including [State Hazard Plan - Human Biosecurity](#) webpage.

Please submit your feedback by COB 8 November 2024.

Review - State Recovery Arrangements in the EM Framework – DFES

The Department of Fire and Emergency Services (DFES) is undertaking a review of state level recovery coordination and governance arrangements provided in the State Emergency Management Framework.

The purpose of the review is to better define when and how the state government will provide recovery coordination support to local governments and communities following emergencies. This will include clarifying the role, membership, responsibilities and accountability of key state level recovery coordination positions and groups and the DFES Resilience and Recovery Portfolio.

The review will not change the role and responsibilities currently held by local government under the *Emergency Management Act 2005* and State Emergency Management Framework, however it will clarify the circumstances and arrangements for state support to local governments and/or involvement of a state appointed recovery coordinator.

Disaster Recovery Funding Arrangements are **not** a focus of this review.

Local Government Focus Group Sessions

As part of the review, DFES have conducted 2 focus group sessions in June with local government representatives that have recent disaster recovery experience. The purpose of the focus group sessions was to test the policy options and obtain preliminary feedback to inform the review.

All local governments and the emergency management sector will have the opportunity to review the proposed changes and provide feedback via a formal three-month consultation period later this year. The consultation period will include a program of webinars and engagement sessions for local government.

Following the consultation period, proposed amendments will be presented to SEMC for consideration.

SEMC have also approved an extension for the comprehensive review of:

- State Hazard Plan – Energy Supply Disruption (to August 2024)
- State Hazard Plan – Human Biosecurity (to December 2024).

STATE ADVICE

Amendments to State Emergency Management documents

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.

DFES has amended the State Hazard Plan - Fire and State Hazard Plan - Severe Weather following further implementation of the Australian Warning System framework across cyclone, flood and storm warnings.

Consequential amendments to the Local Recovery Guideline and resources were redesigned to increase accessibility of the documents and bring the documents in line with the West Australian Government’s accessibility and inclusivity standard. Please note the DFES State Recovery Team has initiated a comprehensive review process to further review this guideline as more substantial amendments were required to meet the current recovery needs. Local governments do not need to amend their current plans to match these revised documents.

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.

The 2023 Emergency Preparedness Report

The [2023 Emergency Preparedness Report](#) has now been released. 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.

Local Emergency Management Committee Handbook and useful tools

The [LEMC handbook](#) provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC. The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

Australian Warning System (AWS)

Western Australia has adopted national consistency for cyclone, storm and flood warnings through the [Australian Warning System \(AWS\)](#). The wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

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>

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

DISTRICT NEWS

The next Great Southern District Emergency Management Committee meeting is scheduled for 19th March 2025.

Two DFES regional bushfire exercises will be held in the lead up to this bushfire season. Great Southern was held 20th August. The Upper Great Southern exercise will be held 30th October to test Incident Management Team (IMT) capability and readiness prior to the high threat period.

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 with LEMA reviews.

The Local Emergency Management Arrangements Improvement Program

Building on the previous work of the LEMA Review, the LEMA Improvement Program will continue working toward the goal of a more capable and resilient community, through a local approach to emergency management. To deliver on the commitment of a sector-led LEMA improvement process, the WA Local Government Association (WALGA) is partnering with SEMC. WALGA will work on behalf of local government, making sure that the sector is consulted, and their feedback guides the reform of local emergency management.

The projects that make up the LEMA Improvement Program will be fulfilled in phases. Phase 1 has commenced, with the following key activities underway:

- LEMA pilot program development
- Recruitment for a resource to undertake the local government emergency management policy work
- Setting up governance structures and groups.

Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.

District Emergency and Local Emergency Management Committees Review

In May 2022 SEMC meeting, members approved a review of the roles of District Emergency Management Committee (DEMC) and Local Emergency Management Committees (LEMC). For more information go to:

<https://www.wa.gov.au/organisation/state-emergency-management-committee/review-district-and-local-emergency-management-committees>

GRANT PROGRAM UPDATES

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

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Local Emergency Management Committee – Report 31 October 2024 CESM Ryan Sutherland

1. Bush Fire Brigades

1.1 Training

From 17 – 18 Oct 24 six members were able to complete 2.5-days of training, involving the courses Bushfire Safety Awareness (BSA) and Firefighting Skills (FFS) at Lake King BFB. One volunteer from Ravensthorpe also attended and this has opened discussions with that Shire regarding future joint training.

On 15 Oct 24, the Shire of Lake Bush Fire Advisory Committee (BFAC) endorsed a two-year training schedule, commencing in February 2024. This will focus on delivering the courses BSA and FFS, in line with DFES and Local Government Insurance Scheme risk assessment recommendations. The BFAC also endorsed time frames for settlement and farmer response brigade members to undertake minimum training standards as outlined in Shire of Lake Grace Bush Fire Service Training Program (2022).

Additionally, there has been a heavy focus upon promoting the Rural Fire Awareness (online) course as introductory training, both for volunteers and seasonal workers who have no prior training. Communications with many local farmers and farming corporations indicate a notable uptake with the online training, especially for seasonal workers.

1.2 Personal Protective Equipment

Equipment Officers have been appointed at Lake King and Newdegate Town BFBs. The Shire recognises volunteer firefighters Sally Hennesy and Rebekah Dunkeld for assuming these positions. So far, their work has supported the requesting, issuing and recording of PPE for their brigades, as well as neighbouring farmer response brigades. Using introduced online spreadsheets, Equipment Officers are now able to share PPE details in real time with the Shire.

From 17 – 23 Oct 24, assorted PPE was issued to 91 members predominantly from the three Newdegate BFBs, but also including Mount Madden/Dunn Rock, Lake King and Lake Grace North and South Brigades. The PPE issued mainly consisted of tunics, pants and gloves. A re-order of PPE is now being organised.

1.3 Emergency Response Equipment

As outlined in the Action List, 3" and 2" conversion cam-locks have been sourced for Shire fire appliances at Newdegate and Varley. Additionally, the Shire has received three fast fill trailers. A quote has been received for safety lighting to be fitted to these and the works will now be scheduled.

1.4 Operating Procedures

On 15 Oct 24, the Shire BFAC endorsed the review of the Shire's Brigade Operating Procedures, as well as the drafting of an induction manual for new joining volunteers. The Shires of Dumbleyung and Kent have also endorsed this project and have communicated that they are willing to establish common model documents for each



Shire to adopt. Particularly, these documents will provide guidance for farmer response brigades and members, as well as regarding the control of spontaneous volunteers and seasonal workers at fires.

2. Emergency Management

2.1 Local Emergency Management Committee

In mid to late August, the Shire Councils of Dumbleyung, Kent and Lake Grace resolved to combining their Local Emergency Management Committees. Currently, all three Shires are seeking approval from the State Emergency Management Committee (SEMC) to proceed with a combined LEMC. It is intended that the first combined LEMC will occur on Wednesday, 26 March 2025 and will be hosted by the Shire of Dumbleyung.

2.2 Local Emergency Management Arrangement

In August, the Shire Councils of Dumbleyung, Kent and Lake Grace also resolved to combining their Local Emergency Management Arrangements. This is as all Shires were due to or required to review their individual arrangements. The SEMC have been notified of this common intent.

Four quotes have been received from prospective contractors tendering to undertake the LEMA and Local Recovery Plan (LRP) review and drafting. These quotes have been submitted to the respective Shire CEOs for joint consideration. Additionally, the CESH is working with DFES Disaster Resilience Fund to vary a funding agreement with the Shire of Dumbleyung which it is intended will financially support this project.

3. Exercises

No emergency management exercises are currently planned; however, it is proposed that a round table exercise be conducted at the first combined LEMC meeting in March 2025. The CESH is liaising with the DFES Exercise Development team for various emergency management scenarios which can be used for such exercises.