

# Shire of Lake Grace

## Local Emergency Management Committee

# Minutes

8 August 2024

Meeting Commencing at 1.00pm  
Shire of Lake Grace Council Chambers, 1 Bishop Street Lake  
Grace



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### **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 to be held at the Shire of Lake Grace Council Chambers, 1 Bishop Street Lake Grace on Thursday 8 August 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 Chairperson opened the Meeting at 1:00 pm.

## **2.0 ATTENDANCE AND APOLOGIES**

### **Attendees:**

<b>Name</b>	<b>Role</b>	<b>Agency</b>
Len Armstrong	President	Shire of Lake Grace
Alan George	Chief Executive Officer	Shire of Lake Grace
Wade Bambling	Senior Sergeant	WAPF Lake Grace
Anika Keeling	Acting Area Officer	DFES
Ethan Giacomel	Representative	DFES
Tony Peplow	Operations Manager	Water Corporation
Michael Philips	Regional Coordinator	Department of Communities
Joanne Spadaccini	Regional Officer	Department of Communities
Keith Higgs	Representative	St John Ambulance Lake Grace
Ryan Sutherland	CESM	Shire of Lake Grace

### **Apologies:**

<b>Name</b>	<b>Role</b>	<b>Agency</b>
Peter Stoffberg	Operator	Lake Grace Roadhouse
Fred Steer	Acting Operations Manager	Mainroads WA
Lisa Pearce	Health Service Manager/ Director Of Nursing	WA Country Health Service

Kerrienne Mills	Principal	Lake Grace District High School
Chad Stanton	Manager/VFRS Captain	IGA Lake Grace/Lake Grace VFRS
Mitchell Davies	Regional Operations Manager	DFES
Michelle Bamess	Community Paramedic	St John Ambulance
Brett Dew	Team Leader	Western Power
Craig Elefsen	Manager Infrastructure Services	Shire of Lake Grace
Ross Chappell	Ambulance Officer	St John Ambulance Lake Grace
Aimee Turnbull	Community Economic Development Officer	Shire of Lake Grace
Charlotte Powis	District Emergency Management Advisor	DFES

**Minute taker:** Kylie Armanasco

### 3.0 DISCLOSURE OF INTERESTS

Nil.

### 4.0 GUEST PRESENTATIONS

4.1 Emergency Evacuation Centre Management LEMC Discussion Exercise, Department of Communities. Presented by Joanne Spadaccini and Michael Philips, Department of Communities. (Attachment 2).

This exercise is designed to test the LEMA, LERSP and the Shire's capacity to respond to a request from a Hazard Management Agency's Incident Controller to open an Evacuation Centre to receive displaced local residents or residents from an adjoining Local Government. The scenario is based on the New Norcia Ammonium Nitrate incident

Scenario:

*Date: Saturday 28 September 2024 (Middle of School holidays and is not a long weekend), The Fremantle Dockers are in the Grand Final.*

*Time: 22:15.*

Participants to consider:

Who will be in town?

Will there be a gathering in or around town to watch the Grand Final?

Who will be attending?

Who will be in town and capable of a response?

Event:

*There has been a HAZMAT incident at Newdegate, on the corner of Newdegate-Ravensthorpe Road and Newdegate North Road requiring a 2km radius exclusion zone. The incident involves a truck hauling ammonium nitrate with a wheel bearing fire.*

Which agencies from the LEMC will be involved in the response to the initial incident?

- Department of Fire and Emergency Services (Hazard Management Agency)
- Western Australia Police Force
- Local Government, including Bush Fire Brigades
- St John Ambulance

S/Sgt Wade Bambling: The Incident would coincide with the Kulin Races potentially stretching local resources and response capability.

CESM Ryan Sutherland: The Shire currently has 375 volunteer firefighters however the capability to respond and experience of BFB firefighters would provide a limited capability in a HAZMAT incident. BFBs will act in a support capacity to DFES.

A/AO Anika Keeling: Responders will be under the control of DFES and will need to liaise with a DFES Officer from Narrogin, and the first arriving Fire and Rescue Service (FRS) appliance in the interim.

CEO Alan George: The fitness of personnel responding will likely be effected considering the scenario and local events.

*Commentary:*

President Len Armstrong: An exclusion zone of the roads, as well as the Newdegate Field Day site would be required. The caravan park and camping area will also need to be evacuated. People in tents may be particularly vulnerable.

A/AO Anika Keeling: BP Newdegate is an exposure to a potential ammonium nitrate explosion. Traffic control will be required at all entry points to Newdegate Town.

CEO Alan George: Dangerous goods and chemical storage facilities would be within the exclusion zone. Bus services may be operated to assist in evacuation.

S/Sgt Wade Bambling: WAPF will conduct road closures until Mainroads WA are able to attend.

CEO Alan George: St John Ambulance, including ambulances at Lake King and Varley, and Lake Grace Hospital can be brought to standby.

SJA Keith Higgs: St John Ambulance volunteer numbers may be scarce.

If contacted, who from the Shire will answer?

CEO Alan George:

- CEO
- DCEO (Local Recovery Officer)
- CESM

What information would you ask for?

CEO Alan George:

- Where is the incident? What is the incident? What is needed?

Who is your next call?

CEO Alan George:

- Craig Elefsen, Manager Infrastructure Services

- Joanne Oatridge, Infrastructure Support Officer
- Aimee Turnbull, Community Economic Development Officer
- Local Recovery Officer.

CESM Ryan Sutherland:

- CESM/Local Government BFBs to liaise with DFES regarding support role and response tasking.

Who will open the centre?

CEO Alan George:

- Joanne Oatridge, Infrastructure Support Officer, to open Lake Grace Sports Pavilion.
- Aimee Turnbull, Community Economic Development Officer, may assist.

Who will open if they are not in town?

CEO Alan George:

- Jason Lip, Technical Officer.

What equipment do you have to assist with the opening of the centre?

CEO Alan George:

- The Shire maintains Evacuation Centre Boxes and cooking equipment.

Where is it located?

CEO Alan George:

- Evacuation Centre Boxes are currently located in the Shire Office and cooking equipment is available at the Evacuation Centre(s).

How do you access it?

CEO Alan George:

- Shire facilities are either accessed via key code lock or keys.

Who has the combination?

CEO Alan George:

- Combinations are maintained by Shire staff.

How many staff will you need at the centre?

RC Michael Philips:

- A minimum of three staff at night is advised to operate a Centre. This aligns with Department of Communities practice.

*Commentary:*

President Len Armstrong: The evacuation of Newdegate Town will involve approximately 80 residents. The majority of these residents are younger people and families; however, older residents are also present.

CESM Ryan Sutherland: An Emergency Alert SMS or Standard Emergency Warning Signal (SEWS) broadcast may be made to notify residents. Subject to the circumstance, 'shelter-in-place' may be applied as a strategy by DFES.

Joanne Spadaccini: Approximately 5-10% of evacuated populations will attend an Evacuation Centre. Some residents may remain at their home. A 'shelter-in-place' direction may not be suitable due to the design and construction of some buildings in Newdegate

S/Sgt Wade Bambling: A door-to-door notification of evacuation may be conducted; however, residents cannot be compelled to evacuate.

Scenario: *Indications are that there are 2 busses heading to you with approximately 40 people on board.*

What other services will you need?

- Department of Communities

Scenario: *The bus/busses has/have arrived at the centre. One Gentleman demands to know what is happening and when he can go home.*

Where/who would you get this information?

RO Joanne Spadaccini:

- Direct all enquiries to EmergencyWA.

Scenario: *An elderly evacuee at the evacuation centre has reported that they are not feeling well and feels like her heart is racing.*

What can be done to assist her?

RC Michael Philips:

- Call 000 and request St John Ambulance.

Who else may be able to assist?

RC Michael Philips:

- Provide First Aid.

RO Joanne Spadaccini:

- Identify family members or other people who know the evacuee.

Scenario: *A family with 2 young children and 2 cats have arrived at the evacuation centre.*

What facilities can be offered for the 2 cats?

RC Michael Philips:

- No animals are to be admitted to the Evacuation Centre. Pets must be located elsewhere, including with family or friends. Alternatively, pets may be supervised by an owner outside.

RO Joanne Spadaccini:

- Animals may be sent to an "Animal Relocation Centre." This is not to be referred to as a pound.

CEO Alan George:

- The Shire maintains facilities for the evacuation of livestock.

What can be done to assist if they do not want to be separated from the cats?

RO Joanne Spadaccini:

- Alternative accommodation with friends or family may be suggested. Note that exemptions may apply to therapy support animals which may be permitted inside an evacuation centre.

*Commentary:*

RO Joanne Spadaccini: The Evacuation Centre can only be closed once the Incident Controller advises to do so. However, the Centre may remain open to support residents, by liaison with Local Government and Department of Communities.

CESM Ryan Sutherland: The Shire of Lake Grace is currently seeking AWARE funding for disaster recovery and recovery coordination training conducted by WALGA.

**5.0 CONFIRMATION OF MINUTES**

**RECOMMENDATION / RESOLUTION**

**Moved:** Alan George  
**Seconded:** Len Armstrong

That the Minutes of the Local Emergency Management Committee Meeting held on Thursday 9 May 2024 be confirmed as a true record of proceedings

**CARRIED**

**6.0 REVIEW OF ACTION LIST AND BUSINESS ARISING**

	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>
<b>GENERATORS</b>	Source four generators for the following locations:  Shire Office Lake Grace Town Hall Lake Grace Pavilion Doctor's Surgery	Shire administration	Ongoing
<b>EVACUATION CENTRES</b>	Lake Grace Pavilion & Newdegate Pavilion have been assessed by Department of Communities for suitability  Add the Newdegate Pavilion and Lake Grace Pavilion to Evacuation Centre mapping system.	Department of Communities	Ongoing



	Source grant funding to enable evacuation centres to be properly equipped.	Shire administration	Ongoing
	Investigate purchase of extra 2-way radios	Shire administration	Ongoing
<b>CAM-LOCKS ON APPLIANCES</b>	Ensure all fire trucks have appropriate adaptors to be able to draw water and be filled from camlock fittings.	CESM	Ongoing
<b>LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS</b>	Update LEMA and educate on best practice for large incidents.	Shire administration CESM	Ongoing
<b>PPE &amp; TRAINING</b>	Shire to issue PPC/E to active members and complete appropriate training based on hazards.	CESM	Ongoing
<b>INCIDENT MANAGEMENT TRAINING</b>	FCO training on incident management	CESM	Ongoing
<b>LOCAL RECOVERY PLAN</b>	Review and update Local Recovery Plan	Shire administration Local Recovery Coordinator CESM	Ongoing
<b>RISK REGISTER</b>	Update Risk Register	Shire administration CESM	Ongoing

**7.0 CORRESPONDENCE**

**Correspondence In:**  
DEMA Charlotte Powis, LEMA Meeting Report (Attachment 3).

**Correspondence Out:**

Nil.

**Information tabled:**

Nil.

**8.0 REVIEW OF LEMC MEMBERSHIP AND CONTACT LIST UPDATES**

8.1 Barry Grady (Community Paramedic) – remove.

8.2 Michelle Bamess (Community Paramedic) – add.

**9.0 LOCAL EMERGENCY MANAGEMENT (STANDING ITEMS)**

Nil.

**9.1 Post Incident Reports**

Nil.

**9.2 Post Exercise Reports**

Nil.

**9.3 Exercise**

9.3.1 CESM: No practical exercises scheduled.

9.3.2 CESM: Proposed exercises relevant to local hazards:

- Bush Fire Scenario

**9.4 Review Local Emergency Management Arrangements**

9.4.1 CESM:

9.4.1.1 Situation: The Shire of Lake Grace Local Emergency Management Arrangement document, resolution 13555, was endorsed and adopted by the Council at an Ordinary Council Meeting on 27 April 2022. The LEMA was not subsequently endorsed by the District or State Emergency Management Committees as required by the State Emergency Management Procedure (2023). Had these endorsements occurred, the document would be due for complete review and amendment in April 2027.

9.4.1.2 Actions: With support from the District Emergency Management Advisor, the LEMA is under review to assess the currency and validity of its contents. A re-draft of the document has been planned for 2025. The review and re-draft will occur concurrently with reviews of the LEMA documentation at the Shire of Kent and Shire of Dumbleyung.

9.4.1.3 Planning: A proposal to form a joint LEMA has been made to the CEOs of the Lake Grace, Dumbleyung and Kent Shires, with in principle support received. The proposal seeks to

standardise the documentation on the basis that the Shires share notable similarities in demographics, environment, industry, emergency capability and risk. An agenda item has been entered with each Shire Council for approval of this proposal.

- 9.4.1.4 Finance: Quotes from external auditing agencies have been received for the review and re-draft of the LEMA document. On behalf of the Shire of Dumbleyung, a funding application was made on 01 July 2024 under the All-West Australians Reducing Emergencies (AWARE) grant program to support a LEMA review in that Shire. As of 19 July 2024, this proposal remains under review.

Notably, the AWARE grant program permits, via negotiation with the Department of Fire and Emergency Services (DFES), the variation of successful applications. Subject to award of the grant and each Council's approval, it is intended that a variation will be sought to include the Shire of Kent and Shire of Lake Grace under the Shire of Dumbleyung's program.

- 9.4.1.5 Training: A funding application was made on 01 July 2024 under the All-West Australians Reducing Emergencies (AWARE) grant program to support a LEMA review in that Shire. As of 01 August 2024, this proposal remains under review.

**9.5 Risk Management Update**

9.5.1 CESM: The Shire's existing risk register was identified for review at the LEMC on 14 March 2024. The risk register is included in and informs emergency management practices and treatments outlined in the LEMA. As such, this will also be included in the LEMA review, and re-draft planned for 2025.

9.5.2 CESM: An application is being prepared for the bush fire Mitigation Activity Fund Grants Program (MAFGP) for Local Government from DFES. Grants are capped at \$500,000.

**10.0 AGENDA ITEMS**

10.1 Endorsement of the updated members list to include amendments.

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**10.2 EM Health Check**

Attachment 1 is the EM Health Check. The LEMC is going to complete the check and discuss any outstanding items and make a plan to address them.

*Commentary:*

SJA Keith Higgs sought an update regarding a generator located at the Telstra tower. Alan advised that there is no Shire access to the facility, however, he is requesting Telstra to conduct an upgrade of the site. It was acknowledged that the storm in January 2024, demonstrated vulnerabilities of the local communication capability. Alan also acknowledged that there is a vulnerability regarding power supply to Lake King and Newdegate, which may leave the townsites without power for extended periods. Alan is seeking Western Power provide a generator twice the size of existing capabilities provided by CBH. This will seek to mitigate power outages in those towns.

## **11.0 AGENCY / MEMBER REPORTS**

### **11.1 Lake Grace Police**

S/Sgt Wade Bambling advised that Lake Grace Police have been provided with StarLink. It was acknowledged that some government departments, including WAPF, have issues accessing intranet systems via external networks, such as StarLink. This may limit capability when working on such networks. Additionally, Lake Grace Police Station remains without a generator. WAPF Lake Grace currently have a full complement of staff.

### **11.2 Department of Communities**

RC Michael Philips advised that the Department is completing audits of the Evacuation Centres in Shire of Lake Grace. This includes the Lake Grace and Newdegate Sports Pavilions, as well as two remaining assessments of facilities at Varley to be completed on 8 August 2024. A report was also provided (Attachment 4).

### **11.3 Department of Fire and Emergency Services**

A/AO Anika Keeling tabled a report (Attachment 5) and advised that she is acting in the position of Area Office Narrogin East until September 2024.

### **11.4 Department of Biodiversity, Conservation and Attractions**

Ethan Giacomel, representing Acting Regional Manager Mitchell Davies, advised that DBCA are currently experiencing staff shortages, however, pre-season training is underway.

### **11.5 St John Ambulance Lake Grace**

Nil.

### **11.6 Community Emergency Services Manager**

CESM Ryan Sutherland recognised Kylie Armanasco's effort managing PPE distribution to BFB volunteer firefighters during the vacancy of the CESM position. Ryan advised that the Local Emergency Management Report FY23/24 has been submitted to the District Emergency Management Advisor, Charlotte Powis. This provided a summary of the status of the Shire's LEMA; LEMC meetings and exercises. Charlotte and Ryan have liaised to commence a review of the Shire's LEMA.

Ryan advised that he has been working to review BFB capability including an analysis of the current PPE and Training Needs and is developing a strategy to prioritise the issuing of PPE. Currently, 55 of 375 volunteer firefighters require introductory level training.

An AWARE Funding Application was submitted in July seeking \$16,000 for training provided by WALGA. Additionally, a review of the Shires current Mitigation Activities is underway for potential State Government funding.

### **11.7 CEO Lake Grace**

Alan acknowledged that the CESM has settled in well. Alan advised that the Department of Primary Industries and Regional Development (PIRD) Newdegate Research Station is being rehabbed which provides an additional water source for the Shire for emergency stock water and firefighting. Commonwealth funding is available.

## 12.0 GENERAL BUSINESS

### 12.1 LEMC Business Plan

A LEMC business plan is required in accordance with the State Emergency Management Procedure. Existing documents are being reviewed to assist drafting of a plan. The implementation of a business plan will be subject to LEMA review planning (see generally [9.4.1.3]).

### 12.3 Water Corporation Operations Manager Report

President Len Armstrong requested that the CESM contact Tony Peplow, Water Corporation, who departed the meeting via Microsoft Teams at 1:52 pm to determine whether Tony wished to submit a report.

## 13.0 NEXT MEETING

Date	Activity	Venue	Comment
Thursday 31/10/24	LEMC Meeting	Shire of Lake Grace Council Chambers	
Thursday 13/03/25	LEMC Meeting	Shire of Lake Grace Council Chambers	

## 14.0 CLOSURE

There being no further business, the Chairperson closed the meeting at 2.22 pm.

## Attachment 1: EM Health Check

### EM Health Check

#### PLANNING

- Does your Local Government (LEMC) have a current set of SEMC endorsed Local EM Arrangements (LEMA)?
- Are contact and resource details kept current?  
(Contact details to be updated quarterly, resources annually)
- Does the LEMA contain a comprehensive recovery plan?
- Are the LEMC and the local government staff aware of who the recovery coordinator is? Is there a group of internal LG staff plus any others who can be called on to assist? Are they trained?
- Does a pre-event evacuation and welfare plan exist? Does the community know where possible evacuation centres are? Have animals been considered in planning?
- Have vulnerable groups within the community been identified in case they require extra care during emergencies?
- Do MOUs exist across boundaries and different agencies for resource sharing? ( ie evacuation centres)
- Has any communication planning been carried out? (In particular when the power goes out.) Have any contingencies been identified?

#### LEMC

- Does your LEMC fully understand their role?
- Does your LEMC exercise annually to test a section of the LEMA?
- Does your LEMC meet regularly (Best practice every quarter) with appropriate membership?
- Is it administered professionally with a full agenda?
- Have they undertaken or begun the risk management process? Determined the top 5 risks and risk treatments? Is the community aware of the risks?
- Does your LEMC engage with neighbours to share knowledge and resources?

#### Operationally

- Do you understand the roles and responsibilities of a Local Emergency Coordinator (LEC) during a major event?
- Does the Local Government and LEMC understand their roles and responsibilities in an Incident Support Group (ISG)?

- Is the local government aware of the importance of maintaining situational awareness from the beginning of the event by attending the IMT as an observer and/or the ISG.
- Is the local government and LEMC aware of the requirements of the Impact Assessment and how the transition from response to recovery occurs?
- Are the above requirements exercised?

# EMERGENCY EVACUATION CENTRE MANAGEMENT LEMC Discussion Exercise



Wheatbelt District



**This exercise is designed to test the LEMA, LERSP and the Shire's capacity to respond to a request from a Hazard Management Agency's Incident Controller to open an Evacuation Centre to receive displaced local residents or residents from an adjoining Local Government.**

**Based on the New Norcia Ammonium Nitrate incident,  
with a little twist.**

## **Setting the Scene:**

**If the Dockers have made the Grand Final.**

- **Who in town will be travelling to Melbourne?**
- **Will there be a gathering in or around town to watch the Grand Final?**
- **Who will be attending?**

## **Scenario:**

**Date: Saturday 28 September 2024 (Middle of School holidays and is not a Long weekend), The Fremantle Dockers are in the Grand Final.**

**Time: 22:15**

**Who will be in town and capable of a response?**

## **Event:**

**There has been a HAZMAT incident at Newdegate, on the corner of Newdegate-Ravensthorpe Road and Newdegate North Road requiring a 2km radius exclusion zone.**

**Around the room – Which agencies from the LEMC will be involved in the response to the initial incident?**

Contact for the Shire in the LERSP are:

1<sup>st</sup> Contact 9890 2500 / 0437416 959

2<sup>nd</sup> Contact 9890 2500 / 0400 631 052

3<sup>rd</sup> Contact 9890 2500 / 0436 668 242

Who would have answered?

What information would you ask for?

Who is your next call?

Who will open the centre?

Are they in town?

Who will open if they are not in town?



What equipment do you have to assist with the opening of the centre?

Where is it located?

How do you access it?

Who has the combination?

How many staff will you need at the centre?

Indications are that there are 2 busses heading to you with approximately 40 people on board.

How many staff will you need at the centre?

What other services will you need?

The Hospital will be evacuating.

Who will be involved in the relocation?

Does **XYZ** hospital have capacity to receive the patients?

The **bus/busses has/have** arrived at the centre

One Gentleman demands to know what is happening and when he can go home.

Where / who would you get this information?

An elderly evacuee at the evacuation centre has reported that they are not feeling well and feels like her heart is racing.

What can be done to assist her?

Who else may be able to assist?

A family with 2 young children and 2 cats have arrived at the evacuation centre.

What facilities can be offered for the 2 cats?

What can be done to assist if they do not want to be separated from the cats?

Things have become less turbulent with people leaving the centre.

What is the process to close the centre?

Who decision is it to close?

Thank you for your participation today.



**LOCAL EMERGENCY MANAGEMENT COMMITTEE  
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT  
August to Oct 2024**

**STATE NEWS**

The last meeting of the State Emergency Management Committee (SEMC) was held 8 May 2024 with the next meeting scheduled for 7 August 2024, followed by the 2 October 2024. SEMC Communiques can be found [here](#).

**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.

For the initial phase of the review, DFES is seeking feedback on the existing [State Hazard Plan - Fire](#) from agencies with responsibilities within the Plan, including Local Government.

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

Feedback received will inform DFES' development of a draft State Hazard Plan - Fire and proposed amendments which will be provided for broad consultation with emergency management stakeholders later in the year.

**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.

### **Review – State Support Plan- Animal Welfare in Emergencies**

Department of Primary Industry and Regional Development is undertaking a comprehensive review of [State Support Plan – Animal Welfare in Emergencies](#). The purpose of the State Support Plan - Animal Welfare is to provide the community of Western Australia, including emergency services and the animal management sector, with a document that integrates arrangements for animal welfare with the State's formal management arrangements to ensure that animals are planned for and their welfare is appropriately addressed in any emergency.

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 via [Engage WA Emergency Management](#).

**The consultation period is open now until the 12 August 2024.**

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](mailto:drfawa@dfes.wa.gov.au) or call 1800 920 659.

## **DISTRICT NEWS**

The next Great Southern District Emergency Management Committee meeting is scheduled for 16<sup>th</sup> October 2024.

Two regional bushfire exercises will be held in August for the DFES Upper Great Southern and Great Southern region to test Incident Management Team (IMT) capability and readiness prior to the high threat period.

### 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](#).

## 2024 SEMC MEETING SCHEDULE

- 7 August 2024
- 4 December 2024
- 2 October 2024

**Complied by: Charlotte Powis**  
**District Emergency Management Advisor**  
**Great Southern**  
**Department of Fire and Emergency Services.**



# Emergency Relief and Support

## LEMC Background Information – 3<sup>rd</sup> quarter 2023-2024

### ERS Capability Audit

- Department of Communities (Communities) recently engaged Nous Group to audit the capability and capacity of the Emergency Relief and Support (ERS) sector across Western Australia (WA) to ensure that it can meet the relief and recovery needs of WA people now and in the future.
- The project focused on establishing a baseline of how well equipped the State is to prepare for, respond to, and recovery from emergencies and critical events in the six functional areas of ERS that Communities is responsible for.
- The findings have presented valuable insights and opportunities to increase the current emergency relief and support services to respond during an emergency event more effectively.
- A new internal capability framework is being developed to assist with bridging some of the gaps identified from the audit.

### Kimberley Floods

#### Overarching

- Following Ex-Tropical Cyclone Ellie in January 2023, the Fitzroy Valley experienced a 1-in-100-year flood event.
- Department of Communities continues to support Fitzroy Valley residents impacted by the January 2023 floods under the State Emergency Management arrangements, across Social and Built Recovery Domains.

#### Social Domain

- Department of Communities, Emergency Relief and Support Team leads the people component of Recovery, classified in the State Recovery Structure under the Social Domain.
- Department of Communities has undertaken preparedness activities to increase resilience of temporary accommodation infrastructure including:
  - Ensuring that all Humanihut accommodation in Bungardi and Tarunda are at the one-in-50-year flood level.

## Kimberley Floods

- Working with Humanihut in the preparedness phase to strengthen evacuation procedures in Bungardi and Tarunda, and
- Supporting the transition of individuals in Phase 1 temporary accommodation into Phase 2 temporary accommodation or to return to their home

## Built Domain

- Department of Communities supports Government agency partners Main Roads WA and Department of Finance under the Built Domain.
- Department of Communities has established a housing works program to repair and rebuild flood damaged dwellings that are government-owned or managed or on Crown reserves managed by the Aboriginal Lands Trust or other management bodies.
- Department of Communities is supporting families whose homes require either major refurbishment or rebuild with transitional accommodation ahead of the wet season.
- Transitional accommodation includes more family friendly demountable accommodation that allows more space between families and is built to the 1-in-50-year flood level.
- Each transitional accommodation unit comprises a custom-built amenity module, a bathroom/bedroom module and a deck/veranda module. As of 30 August 2023, based on community consultation the Department of Communities is providing 44 transitional accommodation units across Bungardi, DarIngunaya, Loanbun, Burawa, Galeru Gorge, Karnparmi and Yurabi Road.

## ERS new permanent structure

- Communities received sustained funding to enhance Emergency Relief and Support capacity across WA. The funding was critical to enable Communities to meet its legislated responsibilities under the State Emergency Management Arrangements.
- The changes will help improve service delivery, with a focus on additional resourcing to regions within WA.
- The ERS Directorate structure is comprised of three functional streams and ERS Executive Services:
- ERS Executive Services
- Stream 1 is responsible for Regional Response and Coordination
  - Immediate Response
  - Metropolitan and Regional Preparedness
  - Stakeholder engagement

## ERS new permanent structure

- Regional Training
- Locally led Recovery
- Special Projects
  
- Stream 2 is responsible for Strategy and Capability
  - Capability Mapping, Intelligence and Reporting
  - Monitoring and Evaluation
  - Stakeholder Engagement and Specialist Practice
  - Training and Development
  - Recovery
  - National and State Level Committees
  - DRFA and Special Projects
  
- Stream 3 is responsible for Business Services
  - Human Resources including the coordination of Emergency Response Teams and Surge Workforce personnel
  - Finance
  - Business Support and Administration
  - ERS Systems
  - Procurements, Grants, and Contracting
  - Logistics
  - Disaster Response Hotline
  - DRFA Acquittals

## Local EM Information

**In the event of an emergency please call the ERS State On-Call Coordinator on 0418 943 853, this number is manned 24/7.**

- The new permanent structure is being established in the Wheatbelt. Amended contact details are:
  - Regional Manager ERS – Mark Schorer  
[mark.schorer@communities.wa.gov.au](mailto:mark.schorer@communities.wa.gov.au) 0429 108 226
  - Regional Coordinator ERS – Michael Phillips  
[michael.phillips@communities.wa.gov.au](mailto:michael.phillips@communities.wa.gov.au) 0477 763 077
  - Regional Officer ERS – Jo Spadaccini  
[joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au) 0429 102 614
  
- Please amend your contact registers and email distribution list to include all of us for meetings, exercises or information requests, so we can ensure Communities attendance at LEMCs and exercises, and timely replies to other emails.

## Local EM Information

- Evacuation Centre Audits – Please contact us if you are having issues with completing your audits. Thank you to the Shires who have completed and returned them.
- Local Emergency Welfare Plans (LEWP) transitioning to Local Emergency Relief and Support plans (LERSP) – To ensure the new LERSP contains accurate details for your Shire, please provide any changes to the current LEWP to be included in the new LERSP.
- Training Requests – Evacuation Centre training is available for Shire staff and LEMC members and can be planned around a LEMC or as a standalone session. Our training calendar is filling up, if you are interested in scheduling training this year, please email the team and we be in touch to book you in.

Regards

Jo Spadaccini

Regional Officer, Wheatbelt

Emergency Relief and Support

Department of Communities

Wheatbelt

T: 0429 102 614

E: [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au)





## Lake Grace LEMC Report

08 August 2024

### SUMMARY

- Some of the DFES staff and volunteers have been deployed to Canada to assist with their fires this season.
- Upper Great Southern are low on staffing the regional office, with illnesses and development opportunities I will assist as best as possible and still learning the role.
- ROAC is scheduled for the 12<sup>th</sup> September for the Upper Great Southern region, the agenda will be sent out soon.
- WAFES is coming up and look forward to seeing many volunteers attending.

### Key Learnings/ Considerations

Three areas of learning for us as an LEMC to consider post this season

- **Safety** – There was a tragic incident resulting in loss of life in Esperance and in our own region several injuries. The importance of good training, PPE and safe practise to keep all responders safe is continued to be significant.
- **Weather Event – Power disruption** – there was a significant event earlier this year that caused us to consider emergency communications and their importance when power and comms are lost for long period of time and how that plays on service delivery.
- **Fire Risk season continues:** It is probable that April 2024 is hotter than normal, and likely that it is drier than normal based on seasonal outlook even though we have had some patches of rainfall in the UGSR.

Other Bushfire Statistics of interest

- DFES' aerial fleet has flown more than 1640 hours across 152 incidents, dropping 12,262,946 litres of water and retardant on firegrounds.
- Large Air Tankers have flown 74 hours and dropped 856,372 litres of water and retardant on firegrounds this season.

### STORM PREPAREDNESS CAMPAIGN LAUNCHING

June's monthly topic is: **Smoke Alarm Safety.**

You may also find the following resources and tools useful if you would like to engage further with your community around: **Smoke Alarm safety.**

- Department of Mines, Industry Regulation and Safety factsheet - Smoke alarm laws for existing dwellings (attached)
- Importance of Smoke Alarms You Tube Video  
<https://youtu.be/lpTHgBRhHcl?si=gwQUwgoMXOYAcXpF>



## Lake Grace LEMC Report

08 August 2024

- Home Fire Escape Plan – Family (attached)
- Home Fire Safety Brochure (attached)
- DFES webpage [Smoke alarms](#)

### New Translated Resources!

Did you know DFES now has translated resources available in 20 languages? With safety videos in 10 different languages, including Auslan! These cover a range of hazards including bushfires, storms, home fire safety and emergency information. We are also adding magnets soon for volunteers and community to order via the [publications page](#) on our website.

Check out the [new translated resources here](#) or select the Languages icon on the banner across the header of the DFES webpage.

### Recent incidents within the Region

There have been a number of recent incidents within the region for note of the LEMC and consideration to agency response and preparedness.

- **Severe Weather Event** – as discussed previously the need for alternate communications and power options is essential.
- **Structure fires** of which we have had two concerns.
  - Fires lit for the first time of the year (working smoke alarms are essential)
  - Li-ion batteries both involved in fires and as a source of due to Thermal runaway. Thermal runaway is when the Li-ion cell enters an uncontrollable, self-heating state and is one of the primary risks related to Li-ion batteries.

Another great source of information for agencies to this hazard is: <https://www.evfiresafe.com/>

Gavin is covering District Officer Narrogin, and I am backfilling his role. I am contactable on the [AOEast@dfes.wa.gov.au](mailto:AOEast@dfes.wa.gov.au) email and my mobile number is listed below.

Many thanks,

Anika Keeling

A/Area Officer Narrogin

0429 662 904