



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

10 SEPTEMBER 2024

These minutes were confirmed by Local Emergency Management Committee as a true and correct record of proceedings by the Local Emergency Management Committee Meeting held on 7/5/25

Presiding Member:  Date: 7 May 2025

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The Presiding Member declared the meeting open at 5.32pm.

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

Committee Members (Voting)

Katrina Crute	Shire President
Lachlan McCabe	Councillor
David Johnstone	Brookton Police
Kris Dewson-Hall	Brookton District High School
Ian Dawson	St Johns Ambulance
Jenny Menasse	WA Country Health Service
Michael Phillips	Department of Communities
Phillip Crute	Brookton - St Johns Ambulance

Staff (Non-Voting)

Gary Sherry	Chief Executive Officer
Sandie Spencer	Local Recovery Coordinator/Executive Governance Officer
Deanne Sweeney	Manager Corporate & Community
Kevin D'Alton	Manager Infrastructure and Works

Apologies received

Jason Carrall	Community Emergency Services Manager (CESM)
Anna Erickson	DPIRD
Murray Hall	Chief Bushfire Control Officer
Charlotte Powis	DFES District Emergency Management Advisor
Lorraine Redhead	Baptistcare – Kalkarni
Joanne Spadaccini	Department of Communities
Rodney Thornton	RoadWise (WALGA)

2.09.24 CONFIRMATION OF PREVIOUS MINUTES**2.09.24.01 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 12 MARCH 2024****LEMC 09.24-01****LEMC RESOLUTION****MOVED P Crute****SECONDED Cr McCabe**

That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 12th March 2024, be confirmed as a true and correct record of the proceedings.

CARRIED 8/0

*For: Cr Crute, Cr McCabe, P Crute, I Dawson,
K Dewson-Hall, D Johnstone, J Menasse, M Phillips*

Against: Nil**3.09.24 PRESENTATIONS**

Nil.

4.09.24 STANDING ITEMS TO BE CONSIDERED AT EACH MEETING**4.09.24.01 UPDATE OF CONTACTS AND RESOURCES REGISTER**

Member agencies are required to review the document and provide details of required updates before next meeting.

- Any changes required for the current contacts and resources register?

4.09.24.02 CHANGE OF POSITION/LEAVE AND ACTING ARRANGEMENTS – NOTIFICATIONUpdates in **RED**.**1. Delegates & Proxy's:**

Organisation	Delegate	Proxy
Baptistcare	Lorraine Redhead June Harwood	Nil
WAPOL	David Johnstone	Brad Fredericks
Dept. Communities	Michael Phillips Jodie Pollard	Joanne Spadaccini Mark Schorer
Brookton Bushfire Brigade	CBFCO - Murray Hall	D/CBFCO - Travis Eva
BDHS	Kris Dewson-Hall Karen Tabner	
St Johns	Ian Dawson	
St Johns - Brookton	Phillip Crute	Cliff Fishlock
DFES	Adam Whitford Charlotte Powis – District Emergency Management Advisor	Blake Halford

DPIRD	Anna Erickson	
RoadWise	Rodney Thornton	Nil
WACHS (Silverchain)	Jenny Menasse	
Brookton VFRS	Scott Atkins	William Wilkinson
Shire of Brookton	SP - Katrina Crute Cr McCabe	
Brookton CWA	Jackie Allington Marilyn Marchesi	

4.09.24.03 INCIDENT SUPPORT GROUP ACTIVATIONS

Nil.

4.09.24.04 RISK PROFILE CHANGE

Nil.

4.09.24.05 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Shire of Brookton have applied for 2024/25 AWARE GRANT. The application is to provide a consultant to write the LEMA and conduct a workshop to carry out these arrangements.

The Shire of Brookton Local Emergency Management Arrangement is up for review in 2025.

4.09.24.06 REPORT AND/OR DEBRIEF ON ANY LEMC EXERCISE(S)

Nil.

5.09.24 GENERAL BUSINESS

5.09.24.01 LIQUID SPILL SHEEP'S BLOOD 1 JULY 2024

On 1st July 2024, a tanker carrying sheep's blood was spilt on the intersection of Williams Street and Brookton Highway.

DWER indicated that the blood could not enter the Avon river due to the impact it would have on the water and eco system.

This incident raised various points to be considered.

- Emergency catchment for substance Chemical/fuel spill.
- Temporary bund for for containment of substance both north and south of main town area. Control that can be left open for storms / rainfall and shut when incidents such as spills occur.
- Expenditure should be Emergency Management so State funded.
- Stockpile of gravel/sand for emergency.
- Response of State Agency.

For discussion, debrief and future responses.

5.09.24.02 STANDPIPE SWIPE CARDS

After the recent liquid spill it was brought to the Shire's attention that some of the swipe cards did not work in the fire appliances.

The Shire Works Coordinator collected and tested the swipe cards before returning them to each appliance. All swipe cards were working.

There was one swipe card in the Central Fire Tender which had a different number to what was registered in the system. This was not the original card assigned to this tender. This card has been activated and assigned to Central Fire Tender.

6.09.24 MEMBER REPORTS

6.09.24.01 DEMC ADVISOR – CHARLOTTE POWIS

LOCAL EMERGENCY MANAGEMENT COMMITTEE DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT July to September 2024

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held 7 August 2024. SEMC Communiqués can be found [here](#).

STATE CONSULTATION REQUESTS

To view all current and recently closed state consultation requests please go to [Engage WA Emergency Management](#).

Review - State Hazard Plan – Human Biosecurity

The Department of Health has recently undertaken a comprehensive review of the State Hazard Plan - Human Biosecurity. 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 [State Hazard Plan - Human Biosecurity](#) webpage.

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.

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.

[2023 Emergency Preparedness Report](#)

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 16th October 2024.

A regional bushfire exercise was held in August for the DFES Great Southern region to test Incident Management Team (IMT) capability and readiness prior to the high threat period. The DFES Upper Great Southern regional bushfire exercise is planned for October.

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

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- 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. This will enable compliance with your obligations under the Emergency Management Act 2005.

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

- 2 October 2024
- 4 December 2024

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



Government of Western Australia
Department of Fire & Emergency Services

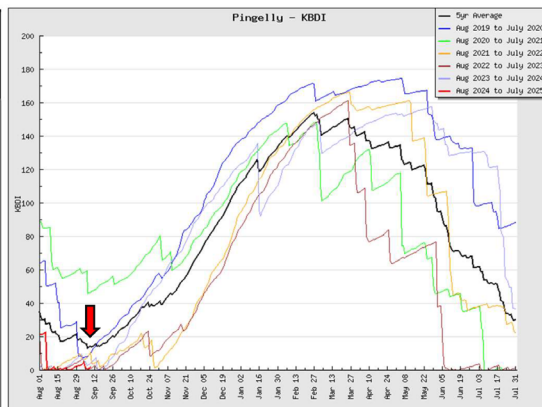
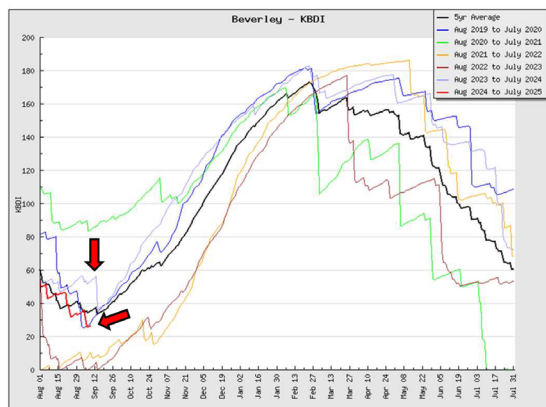
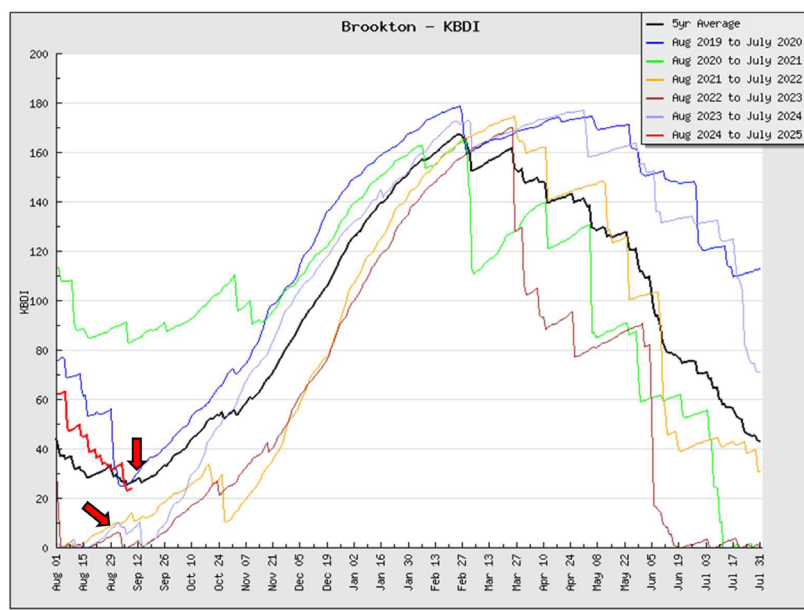


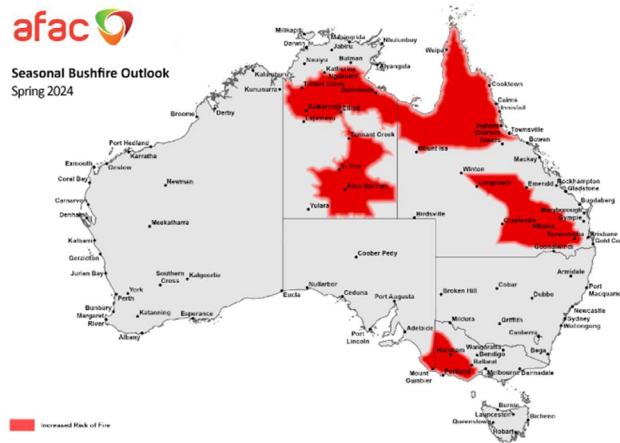
DFES Upper Great Southern - Brookton LEMC Report

10th September 2024

BUSHFIRE SEASON OUTLOOK & PREPARATION

Soil Moisture in area is more than last season in Brookton, less than last season in Beverly and at the same level of Pingelly





Seasonal Bushfire Outlook - Spring 2024

Mean temperatures for the year to date have been above average to very much above average for most areas, **with areas of western WA and northern SA experiencing highest on record maximum temperatures for the period.** August saw widespread above average temperatures and was the warmest August on record

For spring, there continues to be an increased likelihood of unusually high maximum temperatures across most of Australia. There is an increased chance of above average rainfall for much of NSW, Queensland, eastern Tasmania and far southeast SA, **while large parts of WA have an increased chance of below average rainfall**

Large parts of southeast SA and WA and parts of Tasmania received rainfall in the lowest 10% on record for the first half of the year. However, August saw above average to well above average rainfall in both southwest WA and western Tasmania, easing dry conditions in the region. Fire authorities are advising communities of the potential for an early start to the fire season in parts of SA and Victoria, and extending to Tasmania if warm and dry conditions continue to dry out fuels towards summer.

While other parts of Australia show normal risk of fire during this outlook period, communities are encouraged to be vigilant and stay alert through winter months. Destructive and deadly fires can still occur during normal bushfire seasons across Australia.

AFAC CEO Rob Webb urged communities to prepare and adhere to advice of local fire authorities this spring.

‘Fire and emergency services are prepared for the fire season ahead and are here today to encourage communities to do the same,’ Mr Webb said.

Now is the time to make a plan. Understand your local risk, know where you will get your information, and talk to your family about what you will do.'

National seasonal expectations overview due out 8 October 2024 via
<https://www.afac.com.au/auxiliary/publications/seasonal-outlook>

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,

• **Communication** – Timely and accurate information from reporting all fires to 000 and good information within the first 15 minutes then every hour thereafter 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:

- 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.
- Engaging stakeholders around testing their plans and preparedness activities.

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>

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:

Paul Leiper from the Pilbara will be continuing with the A/District Officer Narrogin role from the 09 SEPT 2024 until April 2025 and is available on the following email: DONarrogin@dfes.wa.gov.au or his mobile will be 0427 580 481.

This will be my last LEMC with Brookton Shire.

Over the last 6 months I have successfully completed my District Officer Development program, making me eligible for promotion to District Officer.

Confirmed last Friday, I was successful in my application for the District Officer – Air Operations Manager. This role puts me in charge of the States Firefighting Aviation Fleet. This role will see me based out of Jandakot and the State Operations Centre. My commencement date is the 30th September.

Superintendent Craig Smith has already started the process to find my replacement.

6.09.24.03 WA COUNTRY HEALTH SERVICE (WACHS) – JENNY MENASSE

- WACHS has transitioned in to replace Silverchain. Kylie Nottle working 4 days per week.
- No telehealth services available at Brookton.

6.09.24.04 BROOKTON DISTRICT HIGH SCHOOL – KRIS DEWSON-HALL

- Recently conducted an emergency evacuation drill at the school, with the scenario of a kitchen fire.
- NDIS provider now available at school.

6.09.24.05 ST JOHN – PHILLIP CRUTE / IAN DAWSON

- Brookton Pony Express – heavy work load for local volunteers. Conversations in place with committee and willing to look into additional medical plans.

6.09.24.06 DEPARTMENT OF COMMUNITIES – MICHAEL PHILLIPS

- Recovery is continuing for Bunbury, from the 13th May 2024 storms.
- Recovery continuing in the north from floods.

7.09.24 EXERCISE

7.09.24.01 EVACUATION CENTRE EXERCISE MICROBURST – REPORT

This report is prepared by Jo Spadaccini, Regional Officer, Great Southern, South West and Wheatbelt Districts, Department of Communities.

Executive Summary

Exercise - Microburst was an evacuation desktop exercise to provide a learning opportunity for all participants in a simulated operational environment. It was a collaborative exercise requiring Department of Communities, Local Government and other agency staff and volunteers to perform particular functions associated with the activation of a Department of Communities' Local Emergency Relief and Support Plans for the Narrogin area.

The scenario was relevant to the local communities and required a centre to be open notionally for a period, including overnight and offering a range of Emergency Relief and support functions and services. Participants were asked to operate within the bounds of local and state emergency management arrangements. The scenario involved impact to towns within the Shires of Brookton and Beverley with representatives from each Shire as well as WA Police, SJA, WACHS, DFES and Communities.

The exercise was written by Jo Spadaccini and was conducted on the 11th of June 2024 at the WB Eva Pavilion in Brookton. The event was a severe thunderstorm that produced numerous Microbursts, resulting in damage to numerous houses and buildings in each location. Powerlines were also impacted which restricted power availability to some centres.

A microburst is a small-scale version of a weather event known as a downburst – a powerful current of air that moves downwards to ground level and then spreads outwards in all directions.

- Usually less than 4km in diameter (about the size of a typical suburb)
- They last up to 15 minutes with maximum intensity lasting between 2 and 4 minutes
- Winds of 90-125km/h are common and in stronger ones, winds may easily exceed 150km/h

- These winds can down trees and powerlines, unroof homes and push cars off the road / highway. Stronger ones may also cause further, more significant damage to homes and buildings while being able to push large trucks off highways.

The aim of the exercise was **“To practise the capability and capacity to set up and operate a local evacuation centre for a significant local emergency”**. There were a total of 22 participants and 1 observers from 7 agencies - see Attachment 1- Registered Participants for more details.

To evaluate the exercise, information was collected from –

- The Exercise Hot Debrief;
- the Scenario Cards which were used as an exercise strategy to deliver specific tasks and for the participants to record their responses on and then recorded onto Scenario Cards Exercise & Suggested Responses Table
- the Exercise Participants’ Feedback Forms, (Attachment 2), 20 completed feedback forms from 22 participants.

The information was then collated, analysed and recorded under the –

- General Assessment of the Exercise;
- Exercise Hot Debrief Summary;
- Scenario Card Responses Summary;
- Exercise Participants’ Feedback Forms Summary;
- Follow-Up Actions for Consideration Summary;
- Suggestions for Future Training Activities Summary.

These summaries follow on from the executive summary and are the basis for this exercise report, which will be circulated to the exercise participants and the Local Emergency Management Committees (LEMC) for the Shires of Brookton and Beverley, as well as the Wheatbelt District Emergency Management Committee (DEMC) and great southern DEMC members for their information.

Participating agencies were asked to use this exercise to realistically evaluate their own procedures, operations, resources, training and exercising in relation to understanding some of the issues that they may face when responding to an evacuation in an emergency situation.

Feedback from the participants immediately after the exercise indicated a high degree of interest and achievement. This was confirmed through the participants’ feedback forms. The main benefits from the exercise are the increased awareness and understanding of other participants roles, responsibilities and capabilities and how that can impact initial responses. Experience and practice gained by the participants and the resulting amendments to procedures, processes, operations, plans and arrangements, both for Communities and other agencies.

The value of the exercise was the opportunity for all of the agencies that may have a role and responsibilities in the provision of emergency relief and support services to work together to practice their roles as part of the local evacuation centre team.

In conclusion, Exercise “Microburst” was considered to be a very successful and worthwhile learning experience for all participants and the time and effort involved in the planning and preparation will enhance and strengthen the agencies’ and community preparedness and resilience should an incident occur.

The Exercise Director would like to sincerely thank all the agencies and participants for engaging in this exercise, and a special thank you to Shire of Brookton for the use of their facility.

General assessment of the Exercise

This assessment is based on a number of consideration questions for each objective with responses/comments based on information from the -

- Operational Hot Debrief Summary;
- Scenario Card Responses Summary;
- Participants' Feedback Forms Summary

And general observations from the Exercise Director and Exercise Team

The aim of the exercise was **“To practice the capability and capacity to set up and operate an evacuation centre for a significant local emergency”**.

The exercise objectives were written as specific statements describing what was to be achieved by the exercise participants to meet the exercise aim.

OBJECTIVE 1: For Communities and other agency staff and volunteers to set up and operate a local welfare evacuation centre to provide welfare services.

Consideration Questions	Yes/ No	Comments
1. Did all staff and volunteers sign Record Book?	Yes	Each table had a sign in sheet, with the initial exercise of registration as a back up.
2. Were all staff and volunteers briefed?	Yes	Feedback from the exercise indicated that the briefing was completed but could have explain more thoroughly that agencies should work with each other if the scenario required this.
3. Were any questions asked answered adequately?	Yes	
4. Was the ECC Activation Checklist used to appoint roles and allocate tasks?	Yes	Notionally
5. Did all staff and volunteers understand their allocated or delegated roles and tasks?	Yes	The use of some agencies to cover functional areas they are not always familiar with was a good learning tool and also showed that the roles of agencies can be adapted at the local level with little disruption. All staff worked well within their designated roles.
6. Was the evacuation centre team structure explained?	Yes	As part of the briefing the structure and roles were clearly outlined. This may take a little time however is critical for all attendees to know exactly how things work.
7. Did all staff and volunteers demonstrate the team structure by communicating	Yes	Not only did the individual teams work well, they were also engaging with other teams as the exercise progressed. All teams worked

Consideration Questions	Yes/ No	Comments
with each other within their teams and to the Exercise Director or ECC?		together collaboratively. Not all teams formally appointed a Team Leader.
8. Were available equipment, resources and EM kits used to set up the centre?	Yes	Set up of the centre was discussed. Communities had their Evacuation Centre Guide and the Shires had their LEMAs and Local Emergency Relief and Support Plans. They also used the Agencies function document that was provided.
9. Were additional resources identified?	No	
10. Did all staff and volunteers demonstrate working cooperatively to set up the centre?	Yes	For the purpose of the exercise the centre was pre-established.
11. Did staff and volunteers demonstrate consideration for the layout of the centre for the comfort of the evacuees?	Yes	For the purpose of the exercise it was set up to facilitate the exercise. Positioning of agencies was discussed by the group. In a real event other areas of the centre would be used by supporting agencies (see Actions 4 & 5).
12. Did the layout of the centre consider "traffic flow" for easy accessibility to the different emergency relief and support services for evacuees?	Yes	As above.
13. Were all the required ERS domain areas set up?	NA	NA
14. Were all the relevant tasks on the ECC Activation Checklist completed?	NA	For the purpose of the exercise the centre was pre-established.
15. Were all the emergency relief and support issues presented attended to?	Yes	Although I have not read all the results, from the discussions the teams were very clear on how to deal with the issues and how to refer to other areas. Not all scenarios were completed due to time restraints. Other issues were addressed during the contentious issues discussion and Exercise Debrief.
16. Did the teams identify that some of the emergency relief and support issues weren't for them?	Yes	Some started to deal with them but would also refer to the areas that were best positioned to assist. After the first break and discussions participants began to interact well with other agencies within the Centre, forwarding scenarios to the relevant parties.
17. If the emergency relief and support issues weren't for their team, did they identify	Yes	In seeking to move a scenario/issue to a new group I saw that in general the handover included some discussions to make sure the new team were in fact the best team to deal

Consideration Questions	Yes/ No	Comments
which team to pass the issues on to?		with the issue, or an immediate referral on by that team would occur.
18. Did each team work cooperatively to attend to the welfare issues presented?	Yes	
19. Did the staff and volunteers maintain their allocated or delegated roles and responsibilities?	Yes	A lot of inter team discussions and some crossover of roles, however due to the team environment this worked well. May be problematic if teams were not located so close together as the time moving between areas could pose a problem.
20. Was their adequate staffing to attend to the emergency relief and support issues welfare presented?	Yes	In some agencies with only small numbers there was times when they were overwhelmed, mainly when having scenarios referred to them by others. If it was possible these scenarios were either pushed back or suggestions given as to who would be more appropriate to deal with them.
21. Was their adequate staffing to operate the centre?	Yes	All teams had (or would have access to) sufficient staff.
22. Did the centre operate satisfactorily for the comfort of the notional evacuees?	Yes	The facility had capacity to extend and provide for comfort and on-going care of evacuees.
23. Were other preparations and actions identified and actioned?	Yes	Evacuation Centre Signs not displayed at the front of the venue. This was an oversight on the day.

OBJECTIVE 2: To test the Standing Down and closing of an evacuation centre and debriefing staff and volunteers.

Consideration Questions	Yes/ No	Comments
24. Were the staff and volunteers provided with the update and informed the centre will be closing down?	Yes	Through included scenarios. Closing process was not discussed during the contentious issues section as normal.
25. Was the Closing Down Checklist used to allocate the tasks?	No	NA
26. Did staff and volunteers carry out their allocated tasks?	Yes	Notional
27. Did the staff and volunteers work cooperatively to close the centre?	Yes	Notional
28. Was their adequate staffing to attend to the closing down tasks?	Yes	Notional

29. Were other closing down tasks identified and actioned that weren't on the checklist?	NA	
30. Has the centre been returned to the way it was on arrival?	Yes	As above
31. Did the Exercise Director explain the purpose of debriefings at the end of a shift/when a centre is closed down?	Yes	Exercise feedback indicated that the Debrief was very clear and informative and addressed all questions raised by individual agencies/teams.

Exercise Hot Debrief Summary

<u>Agency/Team</u> St John WA	Comments
<i>Feedback on the exercise format – Did it flow well, were you able to resolve the majority of the scenarios.</i>	Yes, well presented and good group engagement
<i>What worked well for your team?</i>	Communication all round – inter agency collaboration
<i>What needs improvement and how (In relation to your agency's preparedness)?</i>	More education/exercises at a local level for sub centres and volunteers
<i>Has this exercise increased your readiness for future events?</i>	Yes, provided a good understanding and knowledge base
<i>What was the most challenging emergency relief and support issue you were presented with and how did you address it?</i>	Available resources and access/rostering/fatigue Large patient numbers – time/egress/transport Mental health issues

<u>Agency/Team</u> DFES - LGA CESM	Comments
<i>Feedback on the exercise format – Did it flow well, were you able to resolve the majority of the scenarios.</i>	Yes, understanding agency responsibilities
<i>What worked well for your team?</i>	Input from team and cooperation with other agencies
<i>What needs improvement and how (In relation to your agency's preparedness)?</i>	More frequent exercising and emphasis on importance for agency interoperability
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging emergency relief and support issue you were presented with and how did you address it?</i>	Issues that don't have a clear agency responsibility Action and communication

Exercise Hot Debrief Summary (continued)

<u>Agency/Team</u> LGA	Comments
<i>Feedback on the exercise format – Did it flow well, were you able to resolve the majority of the scenarios.</i>	Interesting and relevant scenarios
<i>What worked well for your team?</i>	Prior knowledge of our roles and responsibilities
<i>What needs improvement and how (In relation to your agency's preparedness)?</i>	Confirm evacuation centre resources / required forms
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging emergency relief and support issue you were presented with and how did you address it?</i>	Separating feuding families and protecting victims of DV

<u>Agency/Team</u> DFES – Area Manager	Comments
<i>Feedback on the exercise format – Did it flow well, were you able to resolve the majority of the scenarios.</i>	It flowed well, the written scenario injects were very good
<i>What worked well for your team?</i>	Creating 'ISG' table. Good discussions, views points from other perspectives
<i>What needs improvement and how (In relation to your agency's preparedness)?</i>	Overall, a better explanation of this role (Evacuation Ctr) within incident structure i.e. I/C → IMT ← LGA ↙ Agencies
<i>Has this exercise increased your readiness for future events?</i>	It was good to get a better appreciation of this side of an incident
<i>What was the most challenging emergency relief and support issue you were presented with and how did you address it?</i>	None really challenging, but all good issues

Exercise Hot Debrief Summary (continued)

<u>Agency/Team</u> Department of Communities	Comments
<i>Feedback on the exercise format – Did it flow well, were you able to resolve the majority of the scenarios.</i>	Well run, informative and examples of previous experiences very relevant
<i>What worked well for your team?</i>	Combined effort and team members having had previous experience
<i>What needs improvement and how (In relation to your agency's preparedness)?</i>	More staff awareness
<i>Has this exercise increased your readiness for future events? What was the most challenging emergency relief and support issue you were presented with and how did you address it?</i>	Yes Communities responsibility to oversee the whole operation

<u>Agency/Team</u> Unknown	Comments
<i>Feedback on the exercise format – Did it flow well, were you able to resolve the majority of the scenarios.</i>	Yes
<i>What worked well for your team?</i>	Well informed, aware of all agency responsibilities
<i>What needs improvement and how (In relation to your agency's preparedness)?</i>	
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging emergency relief and support issue you were presented with and how did you address it?</i>	Accommodation and sanitation Agency taking responsibilities

<u>Agency/Team</u> Unknown	Comments
<i>Feedback on the exercise format – Did it flow well, were you able to resolve the majority of the scenarios?</i>	It flowed well but was intense. All relevant issues were addressed
<i>What worked well for your team?</i>	The Shire staff were right on the ball and very knowledgeable of issues to do with emergency situations
<i>What needs improvement and how? (In relation to your agency's preparedness)</i>	Staff and others will be workshopping some of the issues of where materials etc are s=stored and how/who will access

<i>Has this exercise increased your readiness for future events?</i>	Most definitely
<i>What was the most challenging emergency relief and support issue you were presented with and how did you address it?</i>	M\hard to choose, but I feel the issue with illness among the evacuees to be difficult, but am confident this will be well handled

Exercise Hot Debrief Summary (continued)

<u>Agency/Team</u> Unknown	Comments
<i>Feedback on the exercise format – Did it flow well, were you able to resolve the majority of the scenarios.</i>	Yes, flowed well, good to be in agency groups to start with but then work with other agencies to hear what they do and what they can offer in emergencies and in regard to evacuation centres
<i>What worked well for your team?</i>	Hearing from different team members with their experience and knowledge (offering different perspectives) – not always black and white
<i>What needs improvement and how (In relation to your agency's preparedness)?</i>	Developing regional CLU capacity
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging emergency relief and support issue you were presented with and how did you address it?</i>	Considering DV order considerations that may occur in the evacuation centre

<u>Agency/Team</u> Unknown	Comments
<i>Feedback on the exercise format – Did it flow well, were you able to resolve the majority of the scenarios.</i>	Liked working in bigger tables – started on own tables then into bigger section. Resounding Yes
<i>What worked well for your team?</i>	Information collaboration
<i>What needs improvement and how (In relation to your agency's preparedness)?</i>	More exercises, more regularly High staff turnover SJA – Local volleys being here was helpful
<i>Has this exercise increased your readiness for future events?</i>	Yes √√√
<i>What was the most challenging emergency relief and support issue you were presented with and how did you address it?</i>	Mental health issues

Scenario Card Responses Summary

The exercise was designed for a local evacuation centre to notionally operate for a period of time.

Scenario cards specific for this period of time were introduced as an exercise strategy either individually or in multiples to simulate a real evacuation centre environment. The scenario cards itemised scenarios and tasks for the team/agency to respond to and the responses and actions were recorded on each scenario card.

A number of the scenario cards were deliberately misallocated for the team/agency to identify this and re-allocate to the correct team. This represents the actions of evacuees who will ask questions of the first person they see, who is not necessarily the correct person to assist them. This was to raise awareness of their own and other teams'/agencies' roles and responsibilities for the exercise participants.

There were 170 different scenario cards used and they were allocated as follows –

SETS	CONTENTS LIST	NUMBER OF CARDS
Set 1	Scenario Cards for Local Welfare Coordinator DC	10
Set 2	Scenario Cards for DC Staff	5
Set 3	Scenario Cards for Meet and Greet/Triage Team	6
Set 4	Scenario Cards for Registration Team	4
Set 5	Scenario Cards for First Aid Team	14
Set 6	Scenario Cards for Catering	9
Set 7	Scenario Cards for Personal Supports Team	16
Set 8	Scenario Cards for Financial Assistance	6
Set 9	Scenario Cards for Local Government (Brookton)	35
Set 9	Scenario Cards for Local Government (Beverley)	35
Set 12	Scenario Cards for Police	8
Set 14	Scenario Cards for Community Engagement/Liaison	8
Set 17	Scenario Cards for Health	17
Set 25	Scenario Cards for Groups – Special Injects	9
	Total number of Scenario Cards	182

The exercise participants' responses to each scenario were guided by suggested responses on the back of each scenario card. There could be several answers to each scenario which were valid and this was taken into consideration in the assessment.

If a suggested response needed further clarification or was inaccurate the exercise team requested the agency follow this up with them to allow a discussion around the responses and changes be made if required.

The scenario cards and suggested responses provides easy identification that teams/agencies were knowledgeable and aware of their roles and responsibilities or if they may need further clarification and/or future training.

Using the scenario cards as an exercise strategy encouraged the participants to be actively engaged in the exercise, promoted team work within each team and part of the bigger evacuation centre team.

Participants were asked to operate within the bounds of local and state emergency management arrangements. The scenario cards clarified some of these boundaries by the deliberate misallocation to the wrong team. The team/agency had to use their knowledge and understanding of who is responsible for which emergency relief and support function area. The scenario cards proved to be a very effective learning technique.

Exercise Participants' Feedback Forms Analysis

There were 22 exercise participants and 20 Participant's Feedback Forms, a response rate of 90%. Some teams/agencies may have completed a joint feedback form, rather than individually.

A summary of the responses received are detailed below.

Question	Yes Responses	No Responses
1. Was the format of the exercise useful in clarifying your/your agency role in providing emergency relief and support responses?	20	0
Summary of Comments <ul style="list-style-type: none"> • Very Informative • Well planned and coordinated • As there was no information about what was going to be involved, I was largely 'in the dark' about the purpose of the day 		
2. Did the exercise give you the opportunity to practise: <ul style="list-style-type: none"> ○ Participating/observing the activation of a LERSP ○ working in specific roles ○ being part of team structure in an evacuation centre 	19 17 19	1 1 + 2 No Answer 1
Summary of Comments <ul style="list-style-type: none"> • Great for inter agency awareness • Not being aware of this whole process I was trying to catch up as the day progressed 		
3. Do you believe you are now more skilled, comfortable and confident to work in an evacuation centre after participating in this exercise?	18	1 1 No Answer
Summary of Comments <ul style="list-style-type: none"> • Further training/refresher would be good • Good group collaboration • Was good to hear from all agencies and also from a Local Government perspective • Good understanding • I am aware of the various issues that can occur but it all appeared to be ad hoc 		
4. Was the time allocated to the exercise sufficient?	18	1 + 1 No Answer
Summary of Comments <ul style="list-style-type: none"> • I think having it conclude by 1230 1300 is sufficient time, this group was starting to lose focus • More than sufficient • Yes, but there didn't seem to be an objective to the day 		

5. Can you suggest any changes to the format or time allocated for future exercises?	1	14 + 5 No Answer
Summary of Comments <ul style="list-style-type: none"> • Attempt to facilitate a practical exercise so participants perform actual functions • I think having it conclude by 1230 1300 is sufficient time, this group was starting to lose focus • Enjoyed the format 		
Question	Yes Responses	No Responses
6. Based upon your observations and experiences during the exercise, are there any issues or actions that you will follow up in relation to you, your organisation or another organisation? If YES, please describe?	9	9 + 2 No Answer
<ul style="list-style-type: none"> • Make myself more aware of our processes and keep staff informed • Refresher for staff and their roles • Attempt to drive more major incidents within sub centres • All shire staff being aware of where things are, including evac box location. Maybe as part of Shire inductions • Look up policy and procedures regarding these events • Investigate regional capacity of DFES and LG for CLU before state pre form team activated • Good to know that locals have info and training and that access is there for <u>lots</u> of other supports • Evacuation centre preparedness • Good to see LG's actively involved • Good round table discussions (productive) • Better awareness training for Brookton staff members • Well organised and run • I will be investigating the formal oplans we have in place to handle emergencies generally 		
Any other General comments		
Summary of any other General Comments <ul style="list-style-type: none"> • .Great opportunity, informative, thank you • Well worth attending. Well run if not a bit intense • Materials provided for future reference are very good • Well done, thank you for arranging, good to have interactions with all local groups • Good exercise, worked really well. Good discussions across agencies + how + who does what in an incident. • Very good using different scenarios eg. Storm versus bushfire • Good exercise, time frame of 0930 to 1230 would be perfect with lunch/debrief • Format of the day was great • Great interaction by those in attendance 		

Follow-Up Actions for Consideration Summary

The table below records the exercise follow-up actions for consideration for the improvement of DC's Local Emergency Relief and Support Plans and Local Governments Emergency Management Arrangements and Recovery Plans.

The follow-up actions have been compiled using the information collected, collated and analysed from -

- the exercise hot debrief.
- the scenario cards which were used as an exercise strategy to deliver specific tasks and for the participants to record their responses on the exercise participants' feedback forms.

Action 1

Participants to make the exercise report available to all relevant staff and volunteers within their agency, for identification of comments and actions that may require internal follow up action.

Who to action: All participants

Action 2

Participants to consider the need for additional training in relation to 'emergency relief and support' and to determine the need to recommend additional staff and volunteers to attend future 'Emergency Evacuation Centre Training' to be arranged by the Regional Coordinator (RC) Wheatbelt, Department of Communities.

Who to action: All participants and Regional Coordinator Wheatbelt

Action 3

Potential Evacuation Centre Coordinators to be provided with additional training in the actual activation of Communities within the Wheatbelt. This is ongoing.

Who to action: Regional Coordinator – Wheatbelt

Action 4

All agencies to regularly review and evaluate their own procedures, operations, resources, training and exercising in regard to emergency and disaster management.

Who to action: All Agencies

Action 5

Local authorities to consider the need for back-up power at designated evacuation centres in their Shire and consider the various solutions.

Who to action: Local Governments

Action 6

Consider responses to Mental Health issues and arrange information, support or processes as required, to help staff at the centre to deal effectively with evacuees that present in an agitated state due to a previously diagnosed Mental Illness.

Who to action: All Agencies

Action 7

Individual and agency/group feedback to be collected electronically for ease of distribution with the report.

Who to action: ERS and Wheatbelt team

Action 8

Redistribute the 'Micro Burst information for participants – pre-exercise' document with this report for reference. Refer attachment 2.

Who to action: Exercise Director

Suggestions for Future Training Activities Summary

From all the assessment and evaluation information it is recognised that there is an opportunity to further enhance and develop Department of Communities and agencies knowledge, skills and experience.

The table below lists some suggestions for future training activities.

Suggested training activities	Organised by*	Date to occur
1) As per Action 2 – Follow up with Local Governments in the Wheatbelt to arrange locations and dates for further training and exercises	RC Wheatbelt	TBA
Emergency evacuation centre training York/Beverley	RC Wheatbelt RC Wheatbelt	Tentative 19 th November Ongoing
Emergency evacuation centre training		
2) Arrange to hold desktop evacuation centre exercises as part of LEMC meetings in the Wheatbelt	RC Wheatbelt	Ongoing
<ul style="list-style-type: none"> or ensure that the evacuation centre component is covered in desktop exercises organised by the LEMC meeting. 	LGA LEMC and RC Wheatbelt	Ongoing

Registered Participants

Exercise Team	Communities	St John Ambulance
Jo Spadaccini	Susan Weston	Tania Dickson
Michael Phillips	Ken Parker	Ian Dawson
		Phillip Crute
Shire of Brookton	Shire of Beverley	DFES
Harold Bell	David White	Adam Whitford
Jennie Mason	Simon Marshall	Charlotte Powis
Beryl Copping	Troy Granville	
Kylie Freeman	Stephen Gollan	
Deanne Sweeney		
Sandie Spencer	WACHS	WA Police
Jason Carrall	Kylie Nottle	S Peet
Lachlan McCabe	Communities	Rab Safrain
St John Ambulance	Susan Weston	
Tania Dickson	Ken Parker	
Ian Dawson		

Participants Pre-exercise Information

Exercise – Microburst Cross Boundaries – Brookton – Tuesday 11 June 2024

A wet Microburst



Roma – January 2015 (Peter Thompson) Arizona July 2016 (Jerry Ferguson)

What are the characteristics and threats of a Microburst?

- A microburst is a small-scale version of a weather event known as a downburst – a powerful current of air that moves downwards to ground level and then spreads outwards in all directions.
- Usually less than 4km in diameter (about the size of a typical suburb)
- They last up to 15 minutes with maximum intensity lasting between 2 and 4 minutes
- Winds of 90-125km/h are common and in stronger ones, winds may easily exceed 150km/h.
- These winds can down trees and powerlines, unroof homes and push cars off the road / highway. Stronger ones may also cause further, more significant damage to homes and buildings while being able to push large trucks off highways.
- The scenarios are based in the first few hours of an evacuation centre being set up.
- The event has caused major damage to your local area and has caused many homes to be damaged to a level that has deemed them unsafe to be inhabited without further inspection.
- The amount of rain received has caused flooding in susceptible areas as well as areas where rising water has been caused by blocked drains. Flooding has also caused effluent to mix into the flood water in some areas.
- Damage to major infrastructure such as hospitals is considered minor/ inconsequential unless advised otherwise.
- The evacuation centre has been set up in Brookton and Beverley for all affected residents.
- Staffing and resources are to be considered from your normal available area first. Any additional staff or resources that are sourced from outside your area will need to be considered on the extent of the areas involved in the event, refer to the event map on your table. Allow for reasonable travel time.



Microburst between Beacon and Wialki - Photo Credit – Jordan Cantelo.

8.09.24	FOR INFORMATION
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Nil.

9.09.24	NEXT MEETING & CLOSURE
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Meeting closed at 6:04pm

- Next meeting 10th December 2024