



MINUTES

**Local Emergency Management Committee Meeting to be held
Wednesday 6 November 2024**

**Commencing at 3.00pm
Nannup SES, Sexton Way, Nannup**

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Any statement, comment or decision made at a Council meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire of Nannup must obtain, and should only rely on, written notice of the Shire of Nannup's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council meeting.

Any advice provided by an employee of the Shire of Nannup on the operation of a written law, or the performance of a function by the Shire of Nannup, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire of Nannup. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire of Nannup should be sought in writing and should make clear the purpose of the request. Any plans or documents in Agendas and Minutes may be subject to copyright.

Contents

| | |
|---|---|
| 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS / ACKNOWLEDGMENT OF COUNTRY:..... | 2 |
| 2. ATTENDANCE/APOLOGIES:..... | 2 |
| 3. PETITIONS/DEPUTATIONS/PRESENTATIONS: | 2 |
| 4. CONFIRMATION OF MINUTES: | 2 |
| 4.1 Local Emergency Management Committee meeting – 7 August 2024 | 2 |
| 5. DISCLOSURE OF INTEREST:..... | 2 |
| 6. CORRESPONDENCE: | 2 |
| 6.1 Event Update (Attachment 6.1)..... | 2 |
| 7. BUSINESS ARISING FROM THE PREVIOUS MINUTES:..... | 3 |
| 8. REPORTS OF OFFICERS: | 3 |
| 8.1 Department of Communities - Renee Flaxman (Attachment 8.1)..... | 3 |
| 8.2 Department of Fire and Emergency Services - Erin Hutchins (Attachment 8.2) | 3 |
| 8.3 Department of Shire and Emergency Services - Peter Thomas..... | 3 |
| 8.4 Department of Primary Industries and Regional Development - Ian Guthridge | 3 |
| (Attachment 8.4)..... | 3 |
| Polyphagous Shot-Hole Borer Response Industry Update August 2024 (Attachment 8.4.1) 3 | 3 |
| 8.5 Shire of Nannup – Nathan Manning | 3 |
| 8.6 Water Corporation - Mel Robertson..... | 3 |
| 8.7 Nannup Hospital - Kym Sandilands..... | 3 |
| 8.8 Nannup SES – Geoff Allam | 3 |
| 8.9 St John Ambulance – Warren Smith..... | 3 |
| 8.10 Nannup Police – Grant Berry..... | 3 |
| 8.11 Department of Biodiversity, Conservation and Attractions – Ed Hatherley | 3 |
| 8.12 Nannup District High School – Leonie Creagh..... | 3 |
| 9. STANDING ITEMS: | 3 |
| 9.1 Shire of Nannup EM Arrangements Part B Review..... | 3 |
| 9.2 Actions from previous meeting 7 August 2024..... | 3 |
| 10. GENERAL BUSINESS:..... | 3 |
| 11. PROPOSED DATE FOR NEXT MEETING: | 3 |
| 12. CLOSURE OF MEETING:..... | 3 |

Local Emergency Management Committee Meeting Agenda

Wednesday 6 November 2024

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS / ACKNOWLEDGMENT OF COUNTRY:

Welcome to country acknowledged by presiding member, Cr Ian Gibb declared the meeting open at 3.00pm.

Welcome to country acknowledged by the presiding member:

I would like to acknowledge the traditional custodians of the land we are meeting on, the Wardandi and Bibbulmun people. I acknowledge and respect their continuing culture and their contribution they make to the life of this region.

2. ATTENDANCE/APOLOGIES:

2.1 Attendance

| Councillors | Staff |
|---|--|
| Cr Ian Gibb – Councillor (Deputy to Presiding Member) | David Taylor –Chief Executive Officer (CEO) |
| | Nathan Manning – Community Emergency Services Manager (CESM) |
| | Lisa Atkinson – Executive Support Officer |
| | Debbie Whittle – Recovery Officer |
| | Lorraine Learmond – Recovery Officer |

| Members |
|--|
| Renee Flaxman, Department of Communities, Regional Coordinator, South West Region |
| Erin Hutchins, Department of Fire and Emergency Services (DFES), District Emergency Management Advisor |
| Peter Thomas, Department of Fire and Emergency Services (DFES), District Officer |
| Ian Guthridge, Department of Primary Industries and Regional Development (DPIRD), Agriculture Section |
| Nathan Manning, Shire of Nannup (CESM) |
| Geoff Allam – Nannup SES |
| Jeff Cook, Nannup Police, Officer in Charge (OIC) |
| Brian Gatfield, Nannup SES |
| Bruce Hancock, Main Roads Western Australia, Asset Manager Operations |
| John Patman, Chief Bush Fire Control Officer |

2.2 Apologies

| Councillors | Staff |
|---|-------|
| Cr Anthony Dean, Shire President (Presiding Member) | |

| Members |
|--|
| Brian Avila, Water Corporation, Operations Manager, Warren Blackwood District |
| Ed Hatherley, Department of Biodiversity, Conservation and Attractions (DBCA), District Fire Coordinator, Blackwood District |
| Leonie Creagh, Nannup District High School (NDHS), Principal |
| Tanya Coffey, Nannup State Emergency Service (SES), member |
| Paige Weaver, Nannup Health Service |
| Warren Smith, St John Ambulance, Chairperson |
| Kym Sandilands, Nannup Hospital Manager |

3. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

4. CONFIRMATION OF MINUTES:

4.1 Local Emergency Management Committee meeting – 7 August 2024

That the Minutes from the Local Emergency Management Committee held 7 August 2024 be confirmed as a true and correct record (Attachment 4.1).

| | |
|----------------------------|-------------------------------|
| <i>MOVED Bruce Hancock</i> | <i>SECONDED Ian Guthridge</i> |
|----------------------------|-------------------------------|

5. DISCLOSURE OF INTEREST:

Nil.

6. CORRESPONDENCE:

6.1 Event Update (Attachment 6.1)

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES:

This item was moved to agenda item 9.2

8. REPORTS OF OFFICERS:

8.1 Department of Communities - *Renee Flaxman*

(Report Attached 8.1)

Renee Flaxman (Department of Communities) provided a summary of the report. The Department of Communities have completed some circular engagement with partners over the last 12 months the last section was on the 17 October 2024 the purpose of the that was to build some knowledge and connections on pre-season preparedness. Ahead of the high threat season, communities have been working with the Department of Premier and Cabinet to finalise the Memorandum of Understanding with the Commonwealth Government for the section of National Perth

Communities have conducted an annual review of the State Support Plan report and has proposed some minor changes following the implementation of its enhanced structure.

ERS is developing a Procurement Framework to enable effective and efficient decisions about procurement strategies.

Communities is collaborating with the Department of Fire and Emergency Services to define the State responsibilities for medium and long-term temporary accommodation for impacted residents and workers following a disaster.

Communities have developed a Western Australia Post Disaster Cultural Outcomes Framework that will continue to be defined for the appropriateness and effectiveness of it.

Renee Flaxman advised she completed review and audit of the evacuation centre (Nannup Sport and Recreation Centre) and will send updates through to complete that audit

Invites to training sessions for the upcoming Fire Season

Renee Flaxman reminded everyone if there any activations to please send it through to the on call number that is on the back of her report. That number is important as it ensures a quick response.

8.2 Department of Fire and Emergency Services - *Erin Hutchins*

(Report Attached 8.2)

Erin Hutchins advised there is one more State Emergency Management meeting this year, scheduled for December 4, 2024. The main focus will be the draft Strategic Plan, which, once approved, will lead to updates in the Business Plans.

The State Hazard Plan-Fire is still open for consultation, with a few amendments. You can find a link to the WA consultation homepage in my report, where all consultations are listed. A key section to review is 3.2.5 on "Resourcing Responsibilities." This now includes work health and safety responsibilities, such as ensuring training meets acceptable standards. Please read through this section to understand the roles and responsibilities, and ensure they are agreed upon.

The Australian Warning System (AWS) has changed ahead of the bushfire season. Online AWS training is now available for everyone, and a link is provided in my report. If you have your own e-learning platform and would like to upload the training, an email address for public information is also included.

Erin Hutchins advised in the lead up to Bush Fire Season, local governments should use this time to promote the importance of Emergency WA on Facebook, websites, and newsletters.

8.3 Department of Fire and Emergency Services - Peter Thomas

Peter Thomas advised the Department of Fire and Emergency Services (DFES) is wrapping up its training season, which is the busiest time for DFES. The Department is preparing for some pre-season activities. Recently, a major bushfire exercise in Augusta was held, testing facilities and engaging with

At the end of November 2024 DFES will hold its annual workshop with the Western Australian Police and the Department of Biodiversity Conservations and Attractions pre-season workshop.

Be aware of the important changes in the AWS system as Erin Hutchins mentioned, especially with fire season approaching. Everyone should know about them.

8.4 Department of Primary Industries and Regional Development - Ian Guthridge

(Report Attached 8.4)

(Polyphagous Shot-Hole Borer Response -Industry Update August 2024 -Attachment 8.4.1)

Ian Guthridge advised the reports are attached but provided a summary, the team is preparing to ensure first response teams are ready in case of a biosecurity or natural hazard emergency from Bunbury to Albany. There is a meeting is scheduled for the end of November 2024 in Bunbury to recruit new team members, so the same people aren't on call every year. Efforts to encourage new volunteers have been successful, and some new staff have joined the team.

Ian Guthridge advised there is an information sheet provided on the Bio Security threat on Polyphagous shot hole borer with questioning particularly from Manjimup LEMC as it's a threat to avocados in the area, likewise in the Nannup surrounds.

There is also some African Black Sugar Browsing Ant, Red Dwarf Honey Bee and Carpet Sea Squirts the Department are working on those but nothing major to report

Ian Guthridge advised that DPIRD are preparing for and worried about the H7 avian Influenza. There has been no detection in Western Australia.

8.5 Shire of Nannup – Nathan Manning

Nathan Manning informed the group that Louise Stokes has stepped down as the Shire's Recovery Officer. He introduced Lorraine Learmond, the new Recovery Coordinator, and Debbie Whittle, the new Deputy Recovery Coordinator, to the LEMC group. Nathan also mentioned that Renea Flaxman will provide one-on-one training to Lorraine and Debbie on their new roles.

The Shire has started the roll out of local law and SoPs for the Bush Fire Brigades this includes Work Health and Safety requirements.

Several incidents have occurred since the start of the restricted burning period. One began on 26 October 2024 as a prescribed burn on private land on Woodarburup Road. The fire spread from the private property into DBCA-managed land and is now burning in the Gingllup Swamp Nature Reserve. The Shire and DBCA are working together to contain the fire, which could continue through the summer with flare-ups and the potential to spread in multiple directions. There is a risk it could reach Augusta, which would significantly impact the community. The Shire has been coordinating with stakeholders, including DPIRD, St John Ambulance, and WAPOL, and is setting up an incident support group. A meeting is scheduled for Monday, 11 November, to discuss control measures and how to manage the situation if it escalates.

The Helipad issues of overgrown weeds and culvert have been rectified.

David Taylor (CEO) mentioned that, as agreed in the last meeting, the Shire would look into the cost of Cells on Wheels (COWS) for events. The cost is \$30,000 per event.

David Taylor (CEO) advised Telstra were asked if there was a large event would Telstra be able to support it by providing a COW in kind, Telstra responded no as there is such a high demand for them.

David Taylor (CEO) advised he investigated an alternative to COWs, a Community Wi-Fi system using Starlink satellites and repeaters. This system prioritises different users, such as emergency services, businesses, stallholders, and patrons. It's portable, similar to what DFES used when the NBN cable was cut. The system runs on batteries that last for three days on a single charge and uses a repeater that covers up to 50 meters. Larger units, set up on trailers, can cover about 800 meters. David is also liaising with an Aboriginal corporation that designs these units for remote communities in the North West, focusing on emergency management.

David Taylor (CEO) advised that the Shire have 5 -8 events in Nannup that requires cellular and the Shire will investigate Government grants and contribution to help fund a cellular system, this will also lead into the UCI event.

Cr Gibb (presiding member) asked if it would take months to arrange. David Taylor (CEO) responded that the Shire is getting quotes. If the unit were to be taken today, it would cost \$160,000 for just the cellular connectivity centre. The trailer has three Starlink's that can be turned on and off as needed, with the subscription paid only when in use. The coverage extends 800 meters and supports up to 8,000 users. If more coverage is needed, an additional Starlink can be added. David also mentioned he is considering a simpler unit for just Wi-Fi, rather than for emergency management.

Ian Guthridge, DPIRD asked David Taylor (CEO) was it possible to borrow one for a smaller event? David Taylor (CEO) responded that yes, it's possible, and the next event is the music festival. He further added that any event with 300 or more people could cause a disruption. Ian Guthridge, DPIRD added that the music festival would be a great opportunity to trial it.

Peter Thomas (DFES) asked David Taylor (CEO) can the unit be turned on and off for an emergency?

David Taylor (CEO) responded yes, If you subscribe for a month no matter how much you use it, it will only cost you the month subscription. Peter Thomas, DFES asked if there was a lock in contract? David Taylor (CEO) responded there is no lock in contract.

8.6 Water Corporation - Mel Robertson

Nil.

8.7 Nannup Hospital - Kym Sandilands

Nil.

8.8 Nannup SES – Geoff Allam

Geoff Allam confirmed that the SES shed is complete, and both the small trailer and flood boat are stored inside.

The SES has recently welcomed several new members, bringing the total to 21-22 members. They have conducted training sessions with St John Ambulance at the skate park, focusing on patient transfer procedures. During these sessions, a few challenges and issues were identified that will need to be addressed moving forward.

8.9 St John Ambulance – Warren Smith

Nil.

8.10 Nannup Police – Jeff Cooke

Grant Berry is no longer is no longer the Officer in Charge in Nannup. His position has been advertised and interviews were held on 7 November 2024. It's expected in the next six to eight weeks there will be a new Officer in Charge in Nannup.

8.11 Department of Biodiversity, Conservation and Attractions – Ed Hatherley

Nil.

8.12 Nannup District High School – Leonie Creagh

Nil

8.13 Main Roads Western Australia – Bruce Hancock

Bruce Hancock, Main Roads reported they have completed its standard preparations for the fire season, that includes a corporate workshop for the Fire Crisis Incident Management team and a regional workshop for the crisis incident management team. They participated in the Margaret River DFES exercise, updated their Incident Management Plan, and ensured regional resources are in place for the fire season. They have sufficient resources to manage up to three incidents at Level 2 and Level 3, with the ability to provide four VCPs per incident. Which is 16 resources per incident, or a total of 48 personnel, they can also draw additional resources from the metro, Wheatbelt, and Great Southern regions if required.

9. STANDING ITEMS:

9.1 Shire of Nannup EM Arrangements Part B Review:

Nathan Manning advised the contact list is available, he needs to catch up with a few people who are absent at the meeting today. Cr Gibb, presiding member asked if everyone had a copy, Nathan Manning responded that it should be included in the LEMC arrangements, but he can circulate it to anyone who doesn't have one.

9.2 Actions from previous meeting 7 August 2024

This was dealt with under agenda item 8.5.

10. GENERAL BUSINESS:

10.1 David Taylor, CEO, shared an update on his recent trip to Belgium for the UCI World Gravel Championships. He noted that the event organisers had a different level of involvement compared to his own. David is preparing a report to be shared with the BFAC, LEMC, Council, and the community, giving a broader view of what the event in Nannup might entail. In 2025, it will be a good opportunity to explore potential scenarios for the event.

The Nannup event will start and finish in the town, which will draw a large crowd. The Shire is working on a business case to estimate the numbers, with 25,000 attendees expected. In Belgium, the event saw over 200,000 people. The Shire will need to plan for a large turnout.

The Nannup School is considering renting out its oval for camping, but it's also the secondary emergency helipad, so careful planning is needed. The recreation centre will serve as a pavilion, meaning it can't be used as a helipad either. It's important that everyone involved is aligned in their planning.

The report is being finalised and is expected to be ready next week, with circulation planned before Christmas.

10.2 Geoff Allum, SES mentioned in the February LEMC meeting that the airstrip used for waterbombing training needs an upgrade. SES inspected the site during the waterbombing training on 8 November 2024 and found no upgrades have been made. The area lacks enough shade—there's a small lean-to, but only a small portion is shaded when the sun is high. With temperatures over 35°C, it's too hot for people to be on the airstrip without more shade.

David Taylor, CEO, stated that the airstrip belongs to DBCA, and the shire will forward this as an action item to DBCA. He also mentioned that any issues related to infrastructure upgrades should be emailed to him for consideration in the UCI Gravel Event upgrades.

Cr Gibb, the presiding member, pointed out that between 3pm and 6pm at the airstrip, it gets extremely hot, and volunteers cannot be in direct sunlight due to health and safety concerns. He also requested that the toilets be added to the list for improvement, stating that they aren't cleaned regularly and have become unacceptable, especially for women. While the Shire had sent a cleaner in the past, the condition of the toilets has worsened over the last two years.

ACTION – Shire to contact DBCA to request it provide a shaded area at the airstrip.

10.3 Erin Hutchinson informed that there will be an Awareness webinar on the Polyphagous shot-hole borer for LEMC and DEMC members at 5:00 PM on Thursday 7 November 2024. Erin will send the link to Nathan Manning to share with LEMC members.

11. PROPOSED DATE FOR NEXT MEETING:

Wednesday 5 February 2025 at 3pm.

12. CLOSURE OF MEETING:

Presiding member declared the meeting closed at 3.25pm.

Attachments

| Attachments | Title |
|-------------|---|
| 4.1 | Local Emergency Management Committee Meeting Minutes 5 August 2024 2024 |
| 6.2 | Event Update |
| 8.2 | Department of Fire and Emergency Services Report |
| 9.2 | Actions from previous meeting 7 August 2024 |