



Minutes

**Local Emergency Management Committee Meeting to be held
Wednesday 4 February 2026**

**Commencing at 2.00pm
Nannup State Emergency Service (SES)
319 Sexton Way, Nannup**

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Local Emergency Management Committee Meeting Agenda

Wednesday 4 February 2026

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

Deputy Presiding Member declared the meeting open 2.08pm.

Welcome to country acknowledged by 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.

The Presiding Member to advise that the meeting is being audio recorded for minute purposes only.

2. ATTENDANCE/APOLOGIES:

2.1

Councillors	Staff
Cr Nancy Tang – Councillor (Deputy to Presiding Member)	Geoff Allam – Community Emergency Services Manager (CESM)
	Lisa Atkinson – Executive Support Officer

Members
Renee Flaxman, Department of Communities, Regional Coordinator, South West Region
Melissa Howard, Department of Fire and Emergency Services (DFES), District Emergency Management Advisor
Peter Thomas, Department of Fire and Emergency Services (DFES), District Officer
Warren Smith, St John's Ambulance
Bruce Hancock, Main Roads Western Australia, Asset Manager Operations
Kym Sandilands – Nannup Hospital, Manger
Jeff Cooke, A/Officer in Charge, Nannup Police Station
Kathy Smith, Nannup Health Service
Tanya Coffey, SES
Louise Stokes, Australian Red Cross

2.2 Apologies

Councillors	Staff
Cr Anthony Dean (Presiding Member)	David Taylor – Chief Executive Officer (CEO)

Members
Ian Guthridge, Department of Primary Industries and Regional Development (DPIRD), Agriculture Section
Paige Weaver, Nannup Health Service
Dave Stanik, Water Corporation, Operations Manager, Warren Blackwood District
Leonie Creigh, Nannup District Highschool
Department of Biodiversity, Conservation and Attractions (DBCA)
Keith Tarver, Officer in Charge, Nannup Police Station

3. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

4. CONFIRMATION OF MINUTES:

4.1 Local Emergency Management Committee meeting – 5 November 2025

That the Minutes from the Local Emergency Management Committee held 5 November 2025 be confirmed as a true and correct record (Attachment 4.1).

<i>MOVED: STEPHEN MOORE</i>

<i>SECONDED: KYM SANDILANDS</i>
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CARRIED

5. DISCLOSURE OF INTEREST:

Nil.

6. CORRESPONDENCE:

6.1 Event Update (Attachment 6.1)

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES:

7.1 Actions from previous meeting 5 November 2025

10.3 David Taylor to speak with Lousie Stokes on gaining permission to provide a list of vulnerable people to Nannup Police in case of an Emergency.

Response: David Taylor (CEO), Geoff Allam (CESM) and Recovery Coordinator agreed to share the Vulnerable Person List with Nannup Police for use only during an emergency and evacuation assistance. This was shared on 7 January 2026.

Geoff Allam (CESM) reported that a UCI community meeting was held on Monday, 2 February 2026. Cycling Adventures requested a list of vulnerable people located on roads closed for the event, noting this would need discussion and approval. He clarified that no information has been shared with them and the request came from Cycling Events.

Louise Stokes (Australian Red Cross) advised that the terminology should be changed from “vulnerable people” to “high risk” and noted that the database required updating. Geoff Allam confirmed the database has since been updated.

Action: Geoff Allam to change the list from Vulnerable people to High Risk.

8. REPORTS OF OFFICERS:

8.1 Department of Communities –Renee Flaxman (Attachment 8.1)

Renee Flaxman reported two recent local activations: one in Harvey on 30 December 2025 and one in Collie on 25 January 2026. Both were brief, with five people processed through the Harvey evacuation centre and 11 through the Collie centre. She noted both Shires had recently completed evacuation centre training, which supported their response.

Renee advised that the SEMC endorsed the State’s recovery roles for communities on 4 December 2025, with Communities now working with local governments and agencies to clarify roles and responsibilities. She also noted that the *WA Community Evacuation in Emergencies Guidelines* are open for feedback until 20 February, with the feedback link included in her report.

Renee added that there have been 22 activations across the State since mid-October, including four house fires, 11 bushfires, five complex bushfires, and two cyclones.

8.2 Department of Fire and Emergency Services – Melissa Howard (Attachment 8.2)

Melissa Howard reported that she has been working with Geoff Allam (CESM) to review the LEMA from a State perspective. She noted that a large number of State Hazard Plans are being reviewed this year and encouraged members to view the list and provide feedback through Engage WA. She also advised that the SEMC Strategic Plan is available, and LEMCs with business plans are encouraged to align them with the SEMC’s strategic processes. Melissa offered her assistance if required.

She further noted that it is budget planning time for local governments for 2026/27, and any emergency management projects should be considered for funding in that cycle. She confirmed that Nannup’s MAF program is already in place. Melissa also highlighted several upcoming WALGA courses included in her report for budgeting and planning purposes.

8.3 Department of Fire and Emergency Services - Peter Thomas

Peter Thomas (DFES) reported an increase in cattle trucks stopping throughout the region, which presents several hazards. He suggested that LEMC consider a small-scale exercise to discuss managing large animals involved in such incidents, including extrication, veterinary involvement, and lifting equipment. He noted recent challenging incidents and a busy start to the season, with increased pressure on DBCA and DFES volunteers due to activity in surrounding regions.

Cr Tang (Deputy Presiding Member) asked whether this should be discussed now or between DFES and the Shire. Peter Thomas (DFES) recommended adding it as a future agenda item and involving Police and DPIRD to understand joint responsibilities during such events.

Peter Thomas (DFES) asked whether any exercises were currently planned; Geoff Allam (CESM) confirmed none were scheduled. Peter advised the issue is worth discussing given four recent incidents, including one near Margaret River that raised health and safety concerns.

Bruce Hancock (Main Roads) asked whether the Shire had an authorised person to euthanise livestock.

Louise Stokes (Australian Red Cross) advised that in previous incidents the Shire engaged a vet. Peter Thomas (DFES) noted the value of identifying any gaps in responsibilities.

Cr Tang (Deputy Presiding Member) requested members to consider the matter ahead of the next meeting when a DPIRD representative will be present, with email discussion in the meantime. Geoff Allam (CESM) confirmed he would keep members updated.

Action: Geoff Allam to add a Cattle Truck Exercise item to the next LEMC agenda.

Tanya Coffey (SES) asked whether the animal welfare plan was transferred to DPIRD. Louise Stokes (Australian Red Cross) clarified that stock-related matters always sit with DPIRD unless there is an outbreak. Peter Thomas (DFES) added that responses vary depending on location, including issues with moving and lifting animals.

Melissa Howard (DFES) advised that DPIRD runs animal management training at the Muresk Institute in Northam, which is available to local governments and covers handling distressed animals, including horses. Tanya Coffey (SES) noted that during the Lewana fires, horses had to be managed and relocated, highlighting the importance of considering animals other than cattle and sheep in emergency planning.

Action: Geoff Allam to add a Cattle Truck Exercise item to the next LEMC agenda.

8.4 Department of Primary Industries and Regional Development – Ian Guthridge (Attachment 8.4)

Geoff Allam reported that Ian Guthridge (DPIRD) advised that not much had changed at DPIRD since the last LEMC Meeting in November 2025.

Louise Stokes (Australian Red Cross) reported that the Shire previously had an Animal Welfare Plan, which has now concluded, and responsibility has been transferred to DPIRD.

8.5 Shire of Nannup – Geoff Allam (Attachment 8.5)

Local Emergency Management Committee (LEMC) Terms of Reference (**Attachment 8.5.1**)

Local Emergency Management Arrangements (**Attachment 8.5.2**)

Local Emergency Management Arrangements Recovery Plan (**Attachment 8.5.3**)

Local Emergency Management Arrangements Contacts and Resources (**Attachment 8.5.4**)

Geoff Allam (CESM) reported that Melissa Howard (DFES) has completed the LEMA, Recovery Plan, and Contacts and Resources. Comments are open until 19 February 2026, after which the documents will be submitted to Council for approval. He noted that the Terms of Reference have been updated in line with DEMA recommendations and will also return to Council for endorsement.

Geoff advised that a GWC (Gravel World Championships) meeting was held on 2 February, with organisers clarifying that the event should be referred to as GWC rather than UCI. Another meeting will be held in April 2026. He will meet with Rebecca Cotton (Cycling Eventures) and share further information, noting organisers are increasing their involvement with St John and emergency first aid planning.

8.6 Nannup Hospital - Kym Sandilands

Kym Sandilands (Nannup Hospital) reported that the hospital has not yet secured a doctor or nurse practitioner for the GWC qualifying rounds in May, but work is continuing. Otherwise, it is business as usual.

8.7 Nannup SES – Tanya Coffey (**Attachment 8.7**)

Tanya Coffey (SES) reported that Brian Gatfield has stepped aside as SES Manager and the unit is currently in a transition period. She advised that SES has been busy updating operational and unit guidelines, strengthening procedures, and improving coordination with other agencies. She noted that the GWC will impact SES not only during the event but also across the lead-up weekends due to increased tourism, power demands, and a higher local risk profile. The ICC remains at Level 2, and SES capacity is still strong.

Geoff Allam (CESM) added that, as part of recent election commitments, an ATU will be added to the SES unit to support rescue operations, particularly with the expansion of bike trails on the former golf course site.

8.8 St John Ambulance – Warren Smith

Warren Smith (St John Ambulance) reported that the service has attended several recent accidents, noting strong coordination between responding agencies. He mentioned a multi-agency response on Saturday night that ultimately required minimal intervention, and an Australia Day accident that initially appeared serious but did not require transport to Nannup Hospital. He added that St John has been busy and that works on the driveway are nearly complete, with bitumen laid and the project close to finishing.

8.9 Nannup Police – Jeff Cooke

Jeff Cooke (Nannup Police) reported nothing from Nannup Police they have not attended any major incidents so nothing to report.

8.10 Department of Biodiversity, Conservation and Attractions

Nil.

8.11 Water Corporation – David Stanik

Nil.

8.12 Nannup District High School – Leonie Creagh

Nil.

8.13 Main Roads Western Australia, Asset Manager Operations - Bruce Hancock (**Attachment 8.13**)

Bruce Hancock (Main Roads) advised that his preparedness report has been updated, with no major changes. He noted an issue from a recent incident where Main Roads reopened its roads, but local government roads remained closed. He requested a 24-hour Shire contact so Main Roads can formally hand over traffic management resources when required, when their contractor crews are already established and can be transferred to the Shire if needed.

Cr Tang (Deputy Presiding Member) asked whether the authorised number had been effective; Bruce Hancock clarified the incident occurred outside Nannup, prompting his query on the best process. **Geoff Allam (CESM)** advised he would confirm whether this should go through the Works Depot.

Action: Geoff Allam to confirm the Shire Contact for Road Incidents

8.14 Australia Red Cross – Louise Stokes

Louise Stokes (Australian Red Cross) reported that Red Cross activity in Western Australia had been quiet, while the Eastern States have been very busy, with volunteer checks currently underway there.

9. STANDING ITEMS:

9.1 Shire of Nannup EM Arrangements Part B Review:

Geoff Allam (CESM) reported EM arrangements were circulated for comment. He requested to highlight the area and return to him.

10. GENERAL BUSINESS:

10.1 Geoff Allam (CESM) reported that the Shire’s Recovery Coordinator stepped down last year, and Louise Stokes (Australia Red Cross) will act in the role until a new coordinator is appointed.

10.2 Warren Smith (St John Ambulance) raised with **Bruce Hancock (Main Roads)** previous concerns about the rough crossover from Brockman to Felspar Road, which makes ambulance access difficult. He noted that David Taylor (CEO) had advised it was not a gazetted road, although it appears on maps and signage.

Bruce Hancock (Main Roads) asked Warren Smith (St John Ambulance) which section of Brockman was being referred to. Warren confirmed the western side. Bruce advised he would refer the matter back to David Taylor (CEO), noting the issue has been discussed previously and that this section is a Shire Road.

Tanya Coffey (SES) added that Main Roads had agreed nearly two years ago to review signage and there had been previous discussion about grading the crossover. Bruce Hancock (Main Roads) clarified that Main Roads organised signage but that the road is not under Main Roads’ control; ownership may lie with the Shire, DBCA, or a timber property, but it is not part of the Main Roads network.

Action: Shire to look at the road surface from Brockman Highway to Felspar Road

11. PROPOSED DATE FOR NEXT MEETING:

Wednesday 6 May 2026 at 2.00pm.

12. CLOSURE OF MEETING:

The Deputy Presiding Member declared the meeting closed at 2.36pm.

Attachments

Attachments	Title
4.1	Local Emergency Management Committee Meeting Minutes 5 November 2025
6.1	Event Update
8.1	Emergency Relief and Support Agency Report 3rd Quarter
8.2	DFES report third quarter 2025 2026 NANNUP
8.4	DPIRD report 3rd Quarter 25 26
8.5	Report by Shire of Nannup CESM
8.5.1	LEMC Terms of Reference Updated from 2025
8.5.2	SoN Local Emergency Management Arrangements Jan 2026
8.5.3	SON Local Emergency Management Recovery Plan
8.5.4	LEMA Contacts and Resources
8.7	EMC Report Nannup SES - Feb 2026
8.13	Main Roads Local Emergency Management Committee Report Jan 2026