



MINUTES

**Local Emergency Management Committee Meeting to be held
Wednesday 5 November 2025**

Commencing at 2.00pm

**Nannup State Emergency Service (SES)
319 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 – 6 August 2025 | 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..... | 3 |
| 8.2 Department of Fire and Emergency Services - Erin Hutchins (Attachment 8.2)..... | 3 |
| 8.3 Department of Fire and Emergency Services - Peter Thomas..... | 3 |
| 8.4 Department of Primary Industries and Regional Development – Ian Gutheridge..... | 3 |
| 8.5 Shire of Nannup – Geoff Allam (Attachment 8.5) | 3 |
| Updated LEMC Terms of Reference (Attachment 8.5.1)..... | 3 |
| 8.6 Nannup Hospital - Kym Sandilands..... | 3 |
| 8.7 Nannup SES – Brian Gatfield..... | 3 |
| 8.8 St John Ambulance – Warren Smith..... | 3 |
| 8.9 Nannup Police – Keith Traver | 3 |
| 8.10 Department of Biodiversity, Conservation and Attractions | 3 |
| 8.11 Water Corporation – David Stanik | 3 |
| 8.12 Nannup District High School – Leonie Creagh..... | 3 |
| 8.13 Main Roads Western Australia, Asset Manager Operations - Bruce Hancock (Attachment 8.13) | 3 |
| 8.14 Australia Red Cross – Louise Stokes (Attachment 8.14) | 3 |
| 9. STANDING ITEMS: | 3 |
| 10. GENERAL BUSINESS:..... | 3 |
| 11. PROPOSED DATE FOR NEXT MEETING: | 3 |
| 12. CLOSURE OF MEETING:..... | 3 |

Local Emergency Management Committee Meeting Minutes

Wednesday 5 November 2025

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

Presiding Member, Cr Dean declared the meeting open at 2.05pm.

Welcome to country was 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 is to advise that the meeting is being audio recorded to assist with the preparation of minutes.

2. ATTENDANCE/APOLOGIES:

2.1

| Councillors | Staff |
|---|---|
| Cr Anthony Dean (Presiding Member) | David Taylor –Chief Executive Officer (CEO) |
| Cr Nancy Tang – Councillor (Deputy to Presiding Member) | Geoff Allam – Community Emergency Services Manager (CESM) |
| | Lisa Atkinson – Executive Support Officer |

| Members |
|---|
| Erin Hutchins, 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 |
| Ian Guthridge, Department of Primary Industries and Regional Development (DPIRD), Agriculture Section |
| Bruce Hancock, Main Roads Western Australia, Asset Manager Operations |
| Kym Sandilands – Nannup Hospital, Manger |
| Jeff Cook, A/Officer in Charge, Nannup Police Station |
| Nigel Reeve, Water Corporation |
| Stephen Moore, St John's Ambulance |
| Justine Kelly, Health Service (Coastal) |
| Mark Schoner, Department of Communities, South West Region |
| Jeremey Hunt, WA Country Health |
| Marion Massam, Beach Emergency Numbers (BEN) Sign Program Co-Ordinator, Department of Primary Industries and Regional Development (DPIRD) |

2.2 Apologies

| Councillors | Staff |
|-------------|--|
| | Lorraine Learmond, Recovery Coordinator, Shire of Nannup |

| Members |
|---|
| Renee Flaxman, Department of Communities, Regional Coordinator, South West Region |
| Paige Weaver, Nannup Health Service |
| Dave Stanik, Water Corporation, Operations Manager, Warren Blackwood District |
| Leonie Creigh, Nannup District Highschool |
| Louise Stokes, Australian Red Cross |
| Duncan Palmer, Department of Biodiversity, Conservation and Attractions (DBCA), A/Regional Manager, Warren Region |
| Stephen Mills, Department of Biodiversity, Conservation and Attractions (DBCA) |
| Keith Tarver, Officer in Charge, Nannup Police Station |
| Brian Gatfield, Local Manager, SES |

3. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

4. CONFIRMATION OF MINUTES:

4.1 Local Emergency Management Committee meeting – 6 August 2025

That the Minutes from the Local Emergency Management Committee held 6 August 2025 be confirmed as a true and correct record (Attachment 4.1).

| | |
|-----------------------------|--------------------------------|
| MOVED: BRUCE HANCOCK | SECONDED: IAN GUTHRIDGE |
| 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 6 August 2025.

7.1.1 - Agenda Item 8.7 from May 2025 Meeting - The Shire to organise a windsock for Tank 7 helipad.

Response:

Executive Manager Works and Services has advised we need to be cautious about how we designate this site. Referring to it as a "Helipad" implies that it is a Helicopter Landing Site (HLS), which would require compliance with the Civil Aviation Safety Authority (CASA) Manual of Standards (MOS 139).

Installing a windsock could also suggest that the site is, at best, a basic HLS. This would necessitate defined final approach and take-off areas. While CASA regulations allow helicopter pilots to land wherever they deem safe in emergencies, formally designating this site as a landing area would require a minimum compliance with CASA standards.

I believe we have two options:

- we leave the responsibility with the pilots to determine suitable landing locations and avoid further expenditure on this site.
- or the Shire upgrades it to a basic HLS, which requires the following under CASA standards.
 - be large enough to incorporate a safety margin, on top of the absolute minimum size required to accommodate the helicopter, sufficient to enable the safe conduct of the proposed operation
 - have a Touch Down Lift Off Area (TLOF) with surface characteristics that are strong enough to withstand the dynamic loads imposed by the helicopter
 - have sufficient obstacle free approach and departure gradients to provide for safe helicopter operations into and out of the site under all expected operational conditions
 - have approach and departure paths that: minimise the exposure of the helicopter to meteorological phenomena which may endanger the aircraft, and
 - provide escape flight paths that, if a non-normal situation arises, maximise the potential for using suitable forced landing areas
 - only be used for day operations where the weather is Visual Meteorological Conditions (VMC)

Any upgrade from here would trigger the need to comply with significantly more stringent regulations.

Presiding Member (Cr Dean) requested the windsock wording be amended to read that the item goes to council for consideration

7.1.2 - Agenda Item 10.1 from August meeting – Works team at the Shire to look at the Felspar Road access from Brockman Highway.

RESPONSE:

Estimated costs to be finalised and presented to Council for approval.

8. REPORTS OF OFFICERS:

8.1 Department of Communities - Mark Schoner

Mark Schoner reported on behalf of Renee Flaxman. Renee delivered a 3-hour training and exercise for Local Government staff on setting up evacuation centres and the handover process. Recent exercises were held in Harvey and the Shire of Murray, with Harvey staff now adequately trained.

Department of Communities is happy to assist with staff training. Renee is willing to travel to explain the Departments role, including severe evacuations and response processes. Travel may cause delays, so Local Governments are usually asked to set up facilities beforehand. Training covers setting up evacuation kits, approvals, handover, and transition processes. If needed, contact Renee first; if unavailable, reach out to me.

8.2 Department of Fire and Emergency Services - Erin Hutchins (Attachment 8.2)

Erin Hutchins noted the State Hazard Plan – Fire was published on 21 August 2025 and reminded everyone to review the appendices outlining roles and responsibilities to ensure awareness of any changes.

State Recovery arrangements: Proposed changes to the State EM Framework (policy, procedure, plan) were open for consultation Feb–May 2025 and will go to the December State Emergency Management Committee meeting for approval. Once endorsed, updates will be rolled out and shared with LEMC via Geoff Allam (CESM).

State Hazard Plan – HAZMAT Annex B (Space Re-entry Debris) has undergone a full review and is out for consultation via Engage WA. Consultation opened in October 2025 and closes 2 February 2026.

Erin noted that State Recovery has developed a Local Government Emergency Management Hub with resources, templates, and information on responsibilities. It is open for consultation on Engage WA until 27 March 2025. Erin will update her report and send it to Geoff Allam (CESM).

The SEMC Strategic Plan 2026–2029 has been signed off by the Minister. This plan informs district and local business/work plans. Feedback highlighted the need for tools to help committees complete these plans, ensuring alignment with State objectives for a strategic view of emergency management activities.

8.3 Department of Fire and Emergency Services - Peter Thomas

Peter Thomas (DFES) reported on the DFES–St John trainers' forum. DFES introduced new vehicle patient extraction techniques and training in catastrophic bleed management and impact CPR. The forum aimed to align practices and boost inter-agency training, starting in the CAPES district (Nannup, Vasse, Margaret River, Busselton). A 2026 training calendar is being developed with interactive sessions and improved post-incident debriefing to enhance collaboration.

Peter Thomas added that DFES opened the new Margaret River Fire and Rescue Station, with appliance handovers and attendance by the Minister and DFES Commissioner. Augusta-Margaret River Shire appointed Tim Garstone as Chief, replacing David Holland. DFES is planning a pre-season forum with agencies, focusing on scenario-based preparation. SES membership grew by 32, though recruitment remains challenging in smaller areas; SES is also conducting water bomber reload training. Emergency WA has new planning tools—members are urged to review the app, download response plans before system changes, and promote its use for bushfire and storm preparedness.

Bruce Hancock (Main Roads) highlighted low uptake of preparedness plans at a previous LEMC meeting, stressing their importance on National Preparedness Day. Peter Thomas (DFES) raised awareness of lithium battery hazards and emerging risks (EVs, solar panels, BAS systems), noting DFES training covers these. Warren Smith advised St John will release EV guidance. Nigel Reeve (Water Corporation) queried hazardous chemicals; Peter confirmed DFES works with the Water Corporation on chlorine site safety and response planning.

8.4 Department of Primary Industries and Regional Development – Ian Guthridge

Ian Guthridge (DPIRD) reported little change this quarter, reiterating national investigations into Avian Influenza, tomato brown rugose fruit virus, and capra beetle, which was traced and eradicated. From a WA perspective, Polyphagous Shot-Hole Borer has moved to management but remains a concern, particularly for avocados in Mandurah and Nannup. Bruce Hancock (Main Roads) asked Ian Guthridge if the beetle is still in the metro area; Ian confirmed no further detections, and all affected plants were destroyed.

8.5 Shire of Nannup – Geoff Allam (Attachment 8.5)

Geoff Allam (CESM) advised that the LEMA, recovery plan, contact list, and resources will be finalised by the February 2025 LEMC meeting. The updated Terms of Reference has been endorsed by Council, with minor wording and legislative date edits to follow. Geoff attended the State Recovery Roadshow, Preparedness Workshop, and State Bushfire Exercise, which provided valuable insights. The second UCI meeting was held today, with plans for a live exercise early next year. Bruce Hancock suggested an exercise scenario involving a small community facing a large influx of visitors and managing mass evacuation or medical emergencies.

8.6 Nannup Hospital - Kym Sandilands

Kym Sandilands (Nannup Hospital) reported that the Hospital has increased education and training on cycling trauma and mass casualty events. Jeremy Hunt (WA Country Health) added that Health is raising awareness of upcoming cycling events, planning coordination with Cycle Eventures, and may join the UCI meeting. Preparations include regional planning, potential extra staff at Nannup Hospital, and leveraging telehealth capabilities to manage participants and incidents effectively.

8.7 Nannup SES – Brian Gatfield

Nil.

8.8 St John Ambulance – Warren Smith

Warren Smith (St John Ambulance) reported St John's Ambulance has had a low response since the August LEMC meeting, with only a few farming and road accidents managed well. The recent bike event on Balingup Road also had minimal incidents. A large funeral will be held in Nannup on Friday, 7 November 2025 with St John's Ambulance providing an escort. The St John's 4WD remains in Victoria for a GBM upgrade, and Warren will advise when it returns.

8.9 Nannup Police – Jeff Cook

Jeff Cook (Nannup Police) advised he was covering for Keith Traver, who is on leave. Nannup Police managed two recent emergency incidents: a motorcycle fatality in Carlotta, located after three days using mobile phone triangulation, and a missing 64-year-old male found deceased in Barrabup after extensive search efforts. Both investigations are ongoing. Jeff added that Keith Traver is sourcing desktop exercises for future LEMC training.

8.10 Department of Biodiversity, Conservation and Attractions – Ed Hatherley

Nil

8.11 Water Corporation – David Stanik

Nigel Reeve (Water Corp) reported that he is covering for Dave Stanik, he added the Water Corporations have concerns about upcoming major events and the fragility of the Nannup wastewater treatment plant, which is currently running on a generator after a major power failure. The plant's tank holds only 225,000 litres, making it vulnerable during high-demand periods. Plans include possibly stationing staff in Nannup during the UCI event and considering contingency options such as transporting water from Busselton if required.

Presiding Member (Cr Dean) asked Nigel Reeve was the treatment dated? Michael Reeve responded to Cr Dean that the treatment plant is simple but if it breaks down, repairs are 45 minutes away. Recent break-ins (two in the last six months) make it vulnerable. The tank is small (225,000L), so supply could run out quickly during events like the garden and music festivals. Water Corporation will need to address this, which will be managed through David Stanik and Mick Irving.

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) reported that the Preparedness and Capability Report has been submitted. Three Rapid Response vehicles are now operating and have attended over 150 incidents, including road defects, debris, and crashes, while continuing road inspections. A local emergency contact number has been provided to WAPOL, DFES, and DBCA as a backup to the 138 100 number, with a Duty Manager in Bunbury to assist during significant events.

Presiding Member, Cr Dean asked Bruce Hancock (Main Roads) who handled the 150 incidents before the Rapid Response vehicles. Bruce Hancock explained to Cr Dean that previously larger crews with trucks managed those tasks, which was costly and inefficient as worksites had to be shut down, and traffic management stood down. The new Rapid Response crews are strategically placed, remain available for inspections, and can respond quickly to incidents without disrupting other work.

8.14 Australia Red Cross – Louise Stokes (Attachment 8.14)

Report is provided at Attachment 8.14).

9. STANDING ITEMS:

9.1 Shire of Nannup EM Arrangements Part B Review:

Geoff Allam (CESM) advised the item will be ready for the next LEMC meeting and will be workshopped to ensure it is fit for purpose.

10. GENERAL BUSINESS:

10.1 Department of Fire and Emergency Services – Erin Hutchins

Erin Hutchins (DFES) reported on the LEMC contact list, noting it must be circulated at every meeting for verification of representatives and contact details, including 24-hour agency contacts for emergencies outside business hours. Geoff Allam(CESM) advised he will circulate the list for updates prior to the season and ensure it is available at the next LEMC meeting.

10.2 St Johns Ambulance - Warren Smith

Warren Smith (St John's Ambulance) asked if there will be an upgrade to the oval lights, noting that during a recent helicopter landing only two lights came on, which affected visibility in mist conditions. Warren asked David Taylor (CEO) if there will be an upgrade to the lights at the oval? David Taylor (CEO) responded to Warren Smith that the lights are being upgraded to LEDs under an existing contract, awaiting contractor action.

Presiding Member, Cr Dean asked David Taylor (CEO) if there will be more towers or if it's the existing lights. David Taylor (CEO) confirmed it's the existing lights. Presiding Member, Cr Dean queried with Warren Smith (St John's ambulance) about the need for more towers; Warren Smith replied to Cr Dean there was no need for more towers as long as the lights work. Warren Smith (St John's ambulance) noted that LED lights take time to come on, Warren requested extended light timing with the upgrade. David Taylor (CEO) advised the lights will remain on a timer but will confirm if timing can be extended.

Warren Smith (St John Ambulance) suggested a system like Margaret River's St John Ambulance station, where lights can be controlled digitally. David Taylor (CEO) advised the upgrade to the lights is to the globes to LED'S for instant lighting but still on a timer.

Kym Sandilands (Nannup Hospital) asked if, when the town oval is used for events, the helicopter would move to the school oval and if lighting would be available there. David Taylor (CEO) advised probably not, as there is no lighting, but the Shire has mobile trailers. Presiding Member, Cr Dean noted the town oval is rarely used for evening events; David Taylor (CEO) confirmed it's mainly used for daytime parking/camping during festivals and can be made unavailable at the Shire's discretion.

10.3 Nannup Police - Jeff Cook

Jeff Cook (Nannup Police) asked if Louise Stokes holds a list of vulnerable community members for emergencies; David Taylor (CEO) confirmed that Louise does. Jeff Cook requested that the list be made available to Nannup Police in the event of an emergency or evacuation. David Taylor (CEO) will check privacy requirements and suggested consent could allow sharing, he added he will look into how the Shire can navigate that.

Action: David Taylor to speak with Louise Stokes on gaining permission to provide the list of vulnerable people to Nannup Police in case of an Emergency

10.4 Main Roads Western Australia - Bruce Hancock

Bruce Hancock (Main Roads) complimented the Shire on the work completed on Brockman Road with the vegetation and drain work

10.5 Department of Primary Industries and Regional Development (DPIRD) - Marion Massam (

Marie Massam (DPIRD) gave a brief Teams presentation on Beach Emergency Numbers (BEN) signs. The State Government launched the BEN sign grant scheme in 2017 as part of its shark mitigation strategy, funding signs from Geraldton to the SA border (extended to 12 NW LGAs in 2021). Marion noted there are six BEN signs in the Shire of Nannup, all NP with numbers. She also mentioned the Sharks Map WA app for locating these signs.

11. PROPOSED DATE FOR NEXT MEETING:

Wednesday, 4 February 2026 at 2pm.

12. CLOSURE OF MEETING:

Presiding Member Cr Dean declared the meeting closed at 3.01pm

Attachments

| Attachments | Title |
|--------------------|--|
| 4.1 | Local Emergency Management Committee Meeting Minutes 6 August 2025 |
| 6.1 | Event Update |
| 7.1 | Actions from Previous Meeting 7 May 2025 |
| 8.2 | DFES Report Second Quarter 2025-2026 |
| 8.13 | Main Roads Report |
| 8.14 | Australian Red Cross Report |