



# Minutes

**Local Emergency Management Committee Meeting to be held  
Wednesday 6 August 2025**

**Commencing at 3.00pm**

**Nannup State Emergency Service (SES)  
319 Sexton Way, Nannup**

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# Local Emergency Management Committee Meeting Minutes

## Wednesday 6 August 2025

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

The Presiding Member, Cr Anthony Dean declared the meeting open at 2.58pm.

Welcome to country was 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

Councillors	Staff
Cr Anthony Dean (Presiding Member)	David Taylor –Chief Executive Officer (CEO)
Cr Ian Gibb – 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
Peter Thomas, Department of Fire and Emergency Services (DFES), District Officer
Warren Smith, Nannup 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
Keith Tarver, Officer in Charge, Nannup Police Station
Brain Gatfield, Local Manager SES

Other Attendees
Duncan Palmer, Department of Biodiversity, Conservation and Attractions (DBCA), A/Regional Manager, Warren Region
Stephen Mills, Department of Biodiversity, Conservation and Attractions (DBCA)
Simon Hughes, St John's Ambulance
Christine Hunter, St John's Ambulance
Leisa Tocknall, St John's Ambulance
Nathan Hall, DFES
Jeremey Hunt, WA Country Health
Michelle H, WA Country Health
Stephen Gallagher, Cycling Eventures

## 2.2 Apologies

Councillors	Staff
	Lorraine Learmond, Recovery Coordinator, Shire of Nannup

Members
Erin Hutchinson, Department of Fire and Emergency Services (DFES), District Emergency Management Advisor
Louise Stokes, Australia Red Cross
Dave Stanik, Water Corporation, Operations Manager, Warren Blackwood District
Leonie Creigh, Nannup District Highschool

## 3. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

## 4. CONFIRMATION OF MINUTES:

### 4.1 Local Emergency Management Committee meeting – 7 May 2025

That the Minutes from the Local Emergency Management Committee held 7 May 2025 be confirmed as a true and correct record (Attachment 4.1).

<b><i>MOVED: Renee Flaxman</i></b>	<b><i>SECONDED: Geoff Allam</i></b>
<b>CARRIED</b>	

## 5. DISCLOSURE OF INTEREST:

The Presiding Member will read out any declarations received relating to financial, proximity or impartiality interests and ask for any further declarations to be made.

Members should make any declarations at the start of the meeting but may declare an interest before the resolution of any agenda item.

## 6. CORRESPONDENCE:

### 6.1 Event Update (Attachment 6.1)

Presiding Member asked if there were any comments regarding the events information provided at Attachment 6.1. No comments were provided.

## 7. BUSINESS ARISING FROM THE PREVIOUS MINUTES:

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### 7.1 Actions from previous meeting 7 May 2025.

The Presiding Member (Cr Dean) read through the actions provided at Attachment 7.1 actions from previous meeting on 7 May 2025.

#### **Agenda item 8.7 – The Shire to organise a windsock for the Tank 7 helipad**

Presiding Member (Cr Dean) asked David Taylor (CEO) if there was an update for this item. David Talor (CEO) responded that it's in progress with the Works Team.

#### **Agenda item 8.8 – Warren Smith to confirm AEDs outside of fire sheds are registered**

Warren Smith (St John's Ambulance) confirmed that all fire sheds with external AEDs are registered with first responders. For sheds without AED boxes, it was suggested that a box be installed outside the fire shed.

Presiding Member (Cr Dean) reported he is a Board member of WALGA, he shared that at a recent meeting, a guest speaker—whose husband suffered a cardiac arrest at Parliament House—highlighted the importance of AEDs. Thanks to the presence of an AED, he survived and now they advocate for AED awareness across Western Australia. Their presentation was praised as a powerful reminder of the life-saving value of AEDs.

#### **Agenda Item 8.8 – Shire to be aware of Police crowded places requirements for Potential terrorist attacks**

Presiding Member (Cr Dean) asked the Committee if there was anything to add to this item. Keith Traver (Nannup Police) advised of a correction this should read hostile act not terrorist act.

## 8. REPORTS OF OFFICERS:

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### 8.1 Department of Communities - Renee Flaxman

Renee Flaxman reported that the Department of Communities is continuing its preparedness efforts, including ongoing training and updates to emergency kits to ensure equipment is more streamlined. They are developing "go bags" that combine bedding and toiletries into a single pack for easier distribution during evacuations. In March 2025, training was conducted with Shire of Nannup staff, resulting in an agreement to preposition equipment at the recreation centre. A small kit containing 10 packs is now available there, allowing the Shire to assist people immediately in the event of an overnight activation, even before full mobilisation occurs.

Consultation has been undertaken in relation to feedback received during recent activations indicating that the current documentation process is overly onerous, particularly for individuals experiencing trauma or distress. As a result, efforts are underway to refine and simplify these documents, in collaboration with the Red Cross. A gap has also been identified in long-term accommodation support following emergency events, such as the Kimberley floods and Bunbury storm, where some individuals were unable to return home after 21 days. To address this, a housing group has been engaged to draft a policy proposition, which is currently under review. Additionally, the Social Recovery Reference Group is supporting the review of national principles for disaster recovery. Renee reminded everyone that in the event of an activation or emergency, the Department of Communities' on-call number—highlighted at the top of her report—should be contacted directly to streamline communication and response.

**8.2 Department of Fire and Emergency Services - Erin Hutchins (Attachment 8.2)**  
(Attachment 8.2.1 - State Recovery Road Show 2025 Flyer)

Erin Hutchins was an apology report is attached.

**8.3 Department of Fire and Emergency Services - Peter Thomas**

Peter Thomas (DFES) reported that this time of year involves extensive training across fire rescue and DFES units, with new equipment and skills being introduced. DFES is also collaborating with St John Ambulance to coordinate a joint training workshop, aiming to share skills and explore opportunities for integrated training between services, which is expected to bring mutual benefits.

The upcoming AFAC conference, combined with the WAFES conference at the end of August, may be attended by some local representatives. The AFAC conference remains a valuable event for emergency management insights. Recent heavy rainfall has led to flooding, including road closures in Grace town, though the increased rainfall is generally welcomed. Appreciation was expressed for the coordinated efforts of emergency services—including Police, Ambulance, DFES, and Bunbury Special Rescue—in responding to a report of an injured person in a cave in Balingup, which turned out to be a false alarm involving a man later found en route to Perth. Planning is also underway for a state bushfire exercise scheduled for later this year, which is expected to be a significant event.

Stephen Mills (DBCA) asked if the upcoming state bushfire exercise is in conjunction with DBCA. Peter Thomas (DFES) responded that he hopes so, noting the involvement of PFT training and the focus on engaging with Local Governments and Chief Bush Fire Control Officers. The exercise will provide valuable exposure to how the emergency management system operates from local levels through to the regional operating centre and multi-agency coordination at State Operations Centre (SOC) in Perth, helping frontline personnel and volunteers better understand behind-the-scenes operations.

**8.4 Department of Primary Industries and Regional Development – Ian Guthridge**  
(Attachment 8.4) (Emergency Management Overview (Attachment 8.4.1))

Ian Guthridge (DPIRD) reported that management of the Polyphagous shot-hole borer has now commenced, with further details available via email for those interested in a presentation. Surveillance has confirmed the area is free of Queensland fruit fly. Ian also provided emergency contact details for animal welfare, which will be more relevant during the summer months.

**8.5 Shire of Nannup – Geoff Allam (Attachment 8.5)**  
(Attachment 8.5.1 – LEMC Annual Reporting Shire of Nannup)

Geoff Allam (CESM) reported that the LEMA recovery and contact documents are in the final approval stages with DEMA. The LEMC annual report has been submitted, and the UCI LEMC meeting will follow this meeting. Council has endorsed the Bushfire Risk Management Plan.

Presiding Member (Cr Dean) reported that he and David Taylor (CEO) recently attended the inaugural Emergency Management Forum in Perth, organised by WALGA. David explained the forum brought together emergency services statewide, featuring specialist speakers and case studies, and is expected to continue annually. Invitations may not be widely distributed, so future announcements will be shared via the LEMC email group. Presiding Member (Cr Dean) noted the event was well attended by business representatives but had low participation from State Councillors, despite being oversubscribed. Next year's forum is planned for a more central venue.

## **8.6 Nannup Hospital - Kym Sandilands**

Kym Sandilands (Nannup Hospital) reported it is business as usual, with active recruitment underway for nursing and support staff.

Stephen Mills (DBCA) asked about weekend hospital admissions related to mountain biking. Kym Sandilands (Nannup Hospital) responded that presentation numbers remain steady, averaging 1.5 per day, though patient flow can vary. The hospital continues to rely on telehealth due to the lack of onsite doctors, with no immediate solution. There has been an increase in patient transfers, possibly due to higher acuity, while lower-level cases are likely being managed by the local doctor's surgery. Stephen noted around 10 injuries during the SEVEN event, and Kym added that some participants were injured before the race began.

## **8.7 Nannup SES – Brian Gatfield**

Brian Gatfield (SES) reported that the SES has been quiet since the last meeting, with no major incidents but remained on standby during recent severe weather. The focus has been on maintaining regular training. There has been some volunteer turnover, with an overall increase in active members, and changes in leadership including a new Deputy Local Manager and Training Manager.

Presiding Member (Cr Dean) asked Brian Gatfield (SES) if building works were complete. Brian confirmed that all previously funded commitments are finished, and they are now awaiting the next round of funding.

## **8.8 St John Ambulance – Warren Smith**

Warren Smith (St John Ambulance) reported gaining a few new local volunteers, which will help improve response times. Their 4WD vehicle has been delayed until next year, but they are ready to house the event health service within weeks, ahead of an upcoming event on Spur Road on 23 August 2025. He noted fluctuating call volumes, ranging from high-acuity cases like heart attacks to quiet periods.

## **8.9 Nannup Police – Keith Tarver**

Keith Tarver (Nannup Police) reported no major hazard management incidents since the last meeting, aside from attending to downed power lines and trees due to recent weather. The team has been focused on planning local hazard management strategies.

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

Stephen Mills (DBCA) reported that the 2025/26 burn program is nearing final endorsement, after which burn options will be available on the DBCA website. Recruitment for seasonal staff has begun in the Donnelly district, with Blackwood currently advertising. Applicant numbers have increased significantly this year, which is a positive sign. Pre-season preparations and training are underway for spring and autumn burns, and the upcoming bushfire season.

Duncan Palmer (DBCA) reported that Ed Hatherley has moved into an acting role outside the Blackwood area. Jeff Bennett has retired, and Duncan is currently acting in his position as A/Regional Manager, Warren Region.

## **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) reported that their annual corporate meeting with the crisis management team was held recently, and no significant issues were identified at the State level, which is a positive outcome. A review of the regional incident management plan has been completed, and the team is now working on incorporating the identified improvements and changes. One of their bespoke rapid response vehicles has arrived and is already proving useful, having attended various incidents including crashes, fatal spills, debris, and flooding.

Presiding Member (Cr Dean) asked Bruce Hancock (Main Roads) about how these incidents relate to Medicams? Bruce Hancock (Main Roads) responded to Presiding Member (Cr Dean) advising it focuses on managing what happens on the roads. He added, for example, if WA Police were handling a crash, Main Roads would provide traffic control. In cases of localised flooding or unusual incidents like an offal spill, they would place signage and manage road safety measures. The rapid response vehicle's primary role is road inspection, but it can be quickly reassigned to respond to more significant incidents such as summer fires. These vehicles can be dispatched at night, and while inspections may be paused, crews resume their work the following day.

Presiding Member (Cr Dean) asked about the location of these vehicles? Bruce Hancock (Main roads) confirmed that there are currently three based in Mandurah, Bunbury, and Manjimup, with plans for a fourth vehicle likely to be stationed in Bunbury as well.

Stephen Mills (DBCA) asked Bruce Hancock (Main Roads) about how the rapid response vehicle is utilised, specifically whether faults or incidents should be reported through the website. Bruce Hancock (Main Roads) clarified that the vehicle itself is not activated directly by users. Stephen Mills (DBACA) asked Bruce Hancock (Main Roads) if the standard fault reporting process should be used? Bruce Hancock (Main Roads) confirmed to Stephen Mills (DBCA) that reports should be made via the 138 138 number, which includes a call-back facility. He added that there is also a 24-hour duty manager available. For incidents such as fuel spills, dead animals, or debris on the road, these crews are dispatched, allowing day crews to focus on more productive tasks.



Presiding Member (Cr Dean) asked Bruce Hancock (Main Roads) about coordination with Shires and whether they can have direct contact. Bruce Hancock (Main Roads) responded that Shires can contact the office directly, he noted that the rapid response crews are separate from routine maintenance teams. He explained that after analysing four years of customer call-outs and maintenance data, it became clear that routine crews were being used inefficiently for minor issues such as potholes, debris, and spills. As a result, rapid response crews were established with a primary focus on network inspections to identify defects and inefficiencies. While their main role is inspections, they can also be dispatched for customer complaints or incidents, including at night, without impacting the productivity of day crews.

Bruce added that this approach has improved efficiency and responsiveness. Main Roads frequently receives requests from WA Police to assist at traffic crashes by providing road signage for protection. These rapid response vehicles can also be quickly deployed to incidents such as fires, helping to support WA Police and implement Vehicle Priority Controls (VPCs). He clarified that these crews are short-term responders who leave once the immediate issue is addressed, after which traffic crews may be contacted for longer-term management.

Stephen Mills (DBCA) noted that the rapid response crews also provide a clear local point of contact with Main Roads. Bruce Hancock (Main Roads) agreed and added that he would like to see faster and more efficient call-out access. Bruce highlighted that during three LGA-managed fires last year, Main Roads experienced delays in being informed that roads were affected. In two cases, road closures impacted network access, and due to lack of timely communication, Main Roads was unable to inform the community effectively.

Stephen Mills (DBCA) raised the issue of dealing with large fallen trees, such as Karri, across highways and noted that DBCA has previously used its own machinery to clear them. He suggested the need for a formal agreement or MOU with Main Roads to allow the use of DBCA equipment, especially during times when heavy machinery is readily available. Bruce Hancock (Main Roads) responded that Main Roads typically relies on contractors for such tasks. Stephen offered his list of contractors for quicker response. Bruce explained that while Main Roads crews have smaller equipment, larger machinery like articulated loaders (e.g. 96s or 98s) is not available internally, so contractors are used, especially since the timber industry has shut down. Bruce Hancock (Main Roads) added he would provide Stephen Mills (DBCA) contact details for the Maintenance Manager and Incident Manager at Main Roads for further discussion.

Stephen Mills (DBCA) noted that while DBCA is willing to assist during emergencies, they prefer to have some form of agreement or endorsement in place to avoid unintentionally causing issues. Bruce Hancock (Main Roads) acknowledged this concern and explained that in emergency situations, crews often push debris like fallen trees to the roadside and return later to clear it properly. He added that Main Roads' heavy maintenance crews are positioned to clean up storm damage to prevent accidents. Regarding liability, Bruce said any formal arrangement would need to be reviewed by the State Solicitor's Office. He emphasised that as long as actions are taken safely and in good faith during emergencies, there is generally no liability. He shared an example from the 2012 Bunbury storm, where a Main Roads staff member independently cleared trees to help the community, and was later compensated. He concluded by noting that DBCA staff, as government employees, are generally treated as emergency responders in such situations.

David Taylor (CEO) added that the Shire follows its own safety procedures when responding to incidents and typically contacts Main Roads for approval. Bruce Hancock (Main Roads) noted the difference in legislative coverage, with Main Roads and Shires operating under separate Acts, but agreed that a fallen tree is treated as an emergency. David added that it's more practical for the Shire to deploy its own machinery for incidents close to town rather than waiting for crews from Bunbury. Bruce Hancock acknowledged this and appreciated the proactive approach, noting that some LGAs insist on waiting for Main Roads, which can delay response times. David Taylor (CEO) asked Bruce Hancock (Main Roads) to clarify the steps for responding to incidents. Bruce Hancock (Main Roads) explained that previously, there was an agreement allowing LGAs to manage minor debris removal and submit invoices up to \$1,500 without prior approval, as it was more cost-effective. He noted that now that maintenance has returned in-house, re-establishing such an arrangement is something Main Roads would like to explore.

## **9. STANDING ITEMS:**

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### **9.1 Shire of Nannup EM Arrangements Part B Review:**

Geoff Allam (CESM) reported the EM arrangements Part B Review is provided in his attached report and is ongoing.

## **10. GENERAL BUSINESS:**

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- 10.1** Warren Smith (St John's Ambulance) thanked the Shire for installing a pipe at Tank Seven and appreciated the signage on Felspar Road. He raised concerns about access from Felspar Road to Brockman Highway, describing it as difficult terrain, especially in poor weather, and suggested installing a similar pipe for better access to the bike track. Bruce Hancock (Main Roads) clarified that the section referred to is Brockman Road, not Brockman Highway, and is under Shire responsibility. Warren noted that during a recent priority call, crews had to park and walk a significant distance. David Taylor (CEO) said he would raise the issue with the Shire's works team.

**Action: Works team at the Shire to look at the Felspar Road access from Brockman Highway.**

- 10.2** David Taylor (CEO) reported that the Shire has a pending request with Main Roads to reduce the speed limit on Brockman Highway from 90km to 70km, extending from the edge of town to the top of the hill. While awaiting confirmation, he noted the change would improve ambulance access by slowing traffic in the area.

## **11. PROPOSED DATE FOR NEXT MEETING:**

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Wednesday, 5 November 2025 at 3pm.

## **12. CLOSURE OF MEETING:**

Presiding Member (Cr Dean) closed the meeting at 4.40pm.

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### Attachments

<b>Attachments</b>	<b>Title</b>
<b>4.1</b>	Local Emergency Management Committee Meeting Minutes 7 May 2025
<b>6.1</b>	Event Update
<b>7.1</b>	Actions from Previous Meeting 7 May 2025
<b>8.2</b>	DEMA Report first quarter of 2025/2026
<b>8.2.1</b>	State Recovery Roadshow 2025 Flyer
<b>8.4</b>	DEMC Report 1 <sup>st</sup> Quarter 2025-26
<b>8.4.1</b>	DPIRD Emergency Management Report
<b>8.5</b>	Community Emergency Services Manager (CESM) Report
<b>8.5.1</b>	LEMC Annual Reporting Shire of Nannup.
<b>8.13</b>	Main Roads Local Emergency Management Committee Report