



# MINUTES

**Local Emergency Management Committee Meeting to be held  
Wednesday 7 August 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:.....	1
2. ATTENDANCE/APOLOGIES:.....	1
2.2 Apologies.....	2
3. PETITIONS/DEPUTATIONS/PRESENTATIONS: .....	2
4. CONFIRMATION OF MINUTES: .....	2
4.1 Local Emergency Management Committee meeting – 7 February 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:.....	2
8. REPORTS OF OFFICERS: .....	4
8.1 Department of Communities - <i>Renee Flaxman</i> .....	4
(Report Attached 8.1).....	4
8.2 Department of Fire and Emergency Services - Erin Hutchins (Attachment 8.2) .....	5
8.3. Department of Fire and Emergency Services - Peter Thomas .....	5
8.4 Department of Primary Industries and Regional Development - Ian Guthridge.....	5
8.5 Shire of Nannup – Nathan Manning.....	6
8.6 Water Corporation - Mel Robertson .....	6
8.7 Nannup Hospital - Kym Sandilands .....	6
8.8 Nannup SES – Geoff Allam.....	6
8.9 St John Ambulance – Warren Smith.....	7
8.10 Nannup Police – Grant Berry .....	7
8.11 Department of Biodiversity, Conservation and Attractions – Ed Hatherley.....	7
8.12 Nannup District High School – Leonie Creagh .....	7
8.13 Main Roads Western Australia - Bruce Hancock.....	7
9. STANDING ITEMS: .....	8
10. GENERAL BUSINESS:.....	8
11. PROPOSED DATE FOR NEXT MEETING: .....	8
12. CLOSURE OF MEETING: .....	8

# Local Emergency Management Committee Meeting Agenda

## Wednesday 7 August 2024

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

The Presiding Member, Cr Anthony Dean declared the meeting open at 2.59pm.

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.*

### 2. ATTENDANCE/APOLOGIES:

Councillors	Staff
Cr Tony Dean – Shire President (Presiding Member)	David Taylor –Chief Executive Officer (CEO)
Cr Ian Gibb – Councillor (Deputy to Presiding Member)	Nathan Manning – Community Emergency Services Manager (CESM)
	Lisa Atkinson – Executive Support 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)
Kym Sandilands – Nannup Hospital, Manger
Geoff Allam – Nannup SES
Warren Smith, St John Ambulance, Chairperson
Grant Berry, Nannup Police, Officer in Charge (OIC)
Bruce Hancock, Main Roads Western Australia, Asset Manager Operations

## 2.2 Apologies

Members
Mel Robertson, 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

### 3. PETITIONS/DEPUTATIONS/PRESENTATIONS:

---

Nil.

### 4. CONFIRMATION OF MINUTES:

---

#### 4.1 Local Emergency Management Committee meeting – 7 February 2024

That the Minutes from the Local Emergency Management Committee held 7 February 2024 be confirmed as a true and correct record (Attachment 4.1). This has been carried forward due to the lack of quorum in May 2024

That the informal meeting notes, due to the lack quorum from the meeting held on 8 May 2024 to be confirmed as a true and correct record (Attachment 4.2).

<b><i>MOVED Geoff Allem</i></b>	<b><i>SECONDED Waren Smith</i></b>
---------------------------------	------------------------------------

CARRIED

### 5. DISCLOSURE OF INTEREST:

---

Nil

### 6. CORRESPONDENCE:

---

#### 6.1 Event Update (Attachment 6.1).

### 7. BUSINESS ARISING FROM THE PREVIOUS MINUTES:

---

#### 8.5 Shire of Nannup, Dale Putland

The Shire of Nannup Dale Putland has a new Corporate Services Manager, Kim Dolzadelli, who has returned to Nannup. Communication outages were referred to. The depot has a Starlink internet connection and a backup Starlink connection is being placed at the Shire office. This is to improve the Shire's capacity to respond to emergencies when the communications go down. Telephone systems will work

through Starlink (VOIP) as well as internet. There is also an emergency generator at the Shire Office to maintain power as well.

When the communications outage occurred due to the fibre optics being cut, it brought to light the issue that all communications go down with the fibre optic. The other learning point was that DFES have portable Starlink units. They brought a couple over to Nannup when communications went down and they were invaluable.

Warren Smith (St John Ambulance) asked whose responsibility it is to improve communications during events. Warren Smith referred to Exmouth when Telstra brought in a mobile tower and asked who is in the position to organise that for events in Nannup. Dale Putland stated that it is event organisers. Telstra will provide Cells on Wheels (COW) at a cost. Dale Putland used the example of what occurred with communications during the 2024 Nannup Music Club, stating that the organisers were strongly advised by the Shire to bring in those facilities by organising it with Telstra but elected not to. Further meetings have occurred with the Nannup Music Club and strongly advised that, in future, make sure those facilities are brought in.

Ian Guthridge asked if a recommendation can be made to the Nannup Music Club to say the event does not go ahead unless a COW is brought in to alleviate risk. Tony Dean (Presiding Member) stated that the LEMC can make that recommendation when there is quorum. Louise Stokes (Recovery Coordinator) added that it should be any event over a certain size.

Tanya Coffey (Nannup SES) asked for clarity about Starlink and radio. Dale Putland stated that radio was useful for communications between the depot and the Shire office and also between the office and the brigades. Tanya Coffey requested a breakdown of channels and frequencies that are used.

**ACTION: The Shire of Nannup to provide a breakdown of channels and frequencies to the committee.**

**RESPONSE: Nathan Manning responded The radio channel breakdown was discussed with the unit. They use WAERN radios which DFES have installed. No one will have access to the "Shire" Channel as this is separate from the WAERN network and isn't accessible on most DFES radio's. The Works Depot and the Shire have installed Starlink that will provided a backup of communications for the Shire and will be used when its required.**

Presiding Member noted that in the minutes of 7 May 2024 Ian Guthridge suggested that large events should not go ahead unless there is Cells on Wheels (COWS) as part of the approval process, that recommendation could not be finalised at that meeting as there was no quorum.

Ian Guthridge added that the Music Festival is held in mid-march, mid-fire season and if communications were lost that is a safety issue. The Committee held a general discussion on the size of events and when COWS could be used. Warren Smith (St John Ambulance) asked what classified a significant event. Presiding Member responded a significant event would be the Flower and Garden

Festival, Bike events and the Music Festival. He further advised that an order has already been placed for two COWS for the UCI 2026 event, this was part of the approval process. Peter Thomas (DFES) advised that event organisers should engage with TELSTRA to determine when and how many COWS are required for significant events so that the Shire's communications is not affected.

**ACTION:** Executive at the Shire to raise with event organisers/TELSTRA regarding COWS being used at significant events so that communications in the Shire are not affected.

- 10.1** Warren Smith (St John Ambulance) asked Bruce Hancock (Main Roads WA), if it is possible to have another sign installed at Felspar Road saying 'Potential Emergency Vehicles' or something to that extend. It is considered the one emergency access and is almost a blind corner.

Bruce Hancock added that Main Roads WA would support the Shire of Nannup adding an advisory sign, as Felspar Road exits on to a Local Government Road not a Main Road.

**ACTION:** The Shire of Nannup to organise a sign for Felspar Road for emergency vehicles stating, emergency Vehicles Entering' and sort out the gradient of the road.

**RESPONSE:** Nathan Manning (CESM) advised the Shire has purchased some Emergency Vehicle Entering signs for Felspar Road, once they arrive, they will be installed. The next part will be to smooth the gradient from Felspar Road onto Brockman Highway. Its undetermined when that will be carried out.

Warren Smith (St John Ambulance) added has the ditch in the road at the entrance of the main bike trail head, leading to the helipad been fixed? It would be difficult to get an ambulance through to the helipad if it was needed. David Taylor (CEO) responded, the location was confirmed, and David will discuss this with the Infrastructure Manager, the Shire will arrange to have the road shouldered out or a pipe installed.

## **8. REPORTS OF OFFICERS:**

### **9.**

---

#### **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 has supported 51 events, assisting a total of 496 people in the 2023/2024 season. Ongoing support is provided for the flood recovery in the Kimberley, providing a flood recovery program and temporary accommodation for affected individuals until they can return home.

Support is still being provided for the Bunbury Recovery and the 42 displaced individuals in temporary accommodation, level 3 and 4 financial packages have been

provided and support will continue for the people who have returned home. Six individuals remain displaced and are supported.

The Department is working closing with the City of Bunbury officers, DFES and other Local Government agencies providing comprehensive support. It was encouraged that in an emergency the Emergency Response Service (ERS) mobile number can be used, it's provided at the end of the attached report.

Presiding Member asked who should call the ERS number? Peter Thomas (DFES) responded the Incident Controller.

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

Erin Hutchins (DFES) advised that the new Australian Warning System (AWS) came into effect on the 15 July 2024 Online training is available that provides an overview of AWS and how its applied. A link to the training module is provided in the report attached.

### **8.3.1 Department of Fire and Emergency Services - Peter Thomas**

Peter Thomas (DFES) provided a further update on the new AWS warning system, the "all clears" have been removed. Notifications will be issued when the threat level is reduced. Different key action statements will be provided for each threat level. The incident controller will determine the appropriate action statement to issue. The updated system introduces additional responsibilities for the incident team. While there is more work involved, the changes aim to provide clearer information regarding incidents. It's crucial for all personnel involved with early warnings to complete the new training. Familiarisation with the updated procedures is essential for effective response.

The regions are working on identifying Local Government representatives to act as primary contacts for community meetings. This aims to streamline communication and coordination with local communities. Equipment for supporting web-based meetings and camera setups is being utilised to enhance virtual communication capabilities. This includes infrastructure improvements to facilitate efficient information distribution. There is a focus on optimising methods to distribute information across multiple areas. The goal is to simplify the messaging process and improve the effectiveness of community briefings during incidents.

The Fire Wise Gardening Campaign has been rolled out across the region, it has started a lot of initiatives in the Community. Dunsborough Fire Station held a good event, they did a garden that promoted to the public what can be done at their properties to reduce the risk of Fire which also promoted sustainable water use.

## **8.4 Department of Primary Industries and Regional Development - Ian Guthridge**

Ian Guthridge advised DPIRD are working on six responses related to Level 1 and Level 2 Incidents. One is specific to the Southwest region, where bacteria has been found in

kiwi fruit. It's a historic disease that has been developing in the background that has been detected.

DPIRD are focussing on training and recruiting for its response teams on natural hazard seasons so that responsibilities and roles regarding bush fires and animal welfare emergencies are known.

Presiding Member advised polyphagous affects avocados trees. Ian Guthridge responded that it was a concern that came out of the Manjimup LEMC regarding how and where it came from and concerns about wood and materials brought through the Shire. DPIRD have asked for Questions and Answers to circulate to Manjimup LEMC this can be provided to the Nannup LEMC as its noted there are several avocado plantations in the Shire.

### **8.3.2 Shire of Nannup – Nathan Manning**

The Shire has commenced its bush fire mitigation program consisting mainly of mechanical works along the Balingup Road, Shire waste site and the Jalbaragup communities. The public consultation regarding our local laws has closed and the feedback is being compiled. The next step of local laws will commence.

Louise Stokes has resigned from the Shire. Lorraine Learmond has been appointed as Recovery Coordinator and Debbie Whittle from the Shire's works Department has been appointed as Deputy Recovery Coordinator. The BFAC, AGM and Committee Meeting was held 5 August 2024. Robin Mellema has stepped down as Chief Bush Fire Control Officer. John Patman was appointed Chief Fire Control Officer and Mike Vasey, North Nannup Bush Fire Brigade was appointed as the new Deputy Chief Fire Control Officer.

### **8.3.3 Water Corporation - Mel Robertson**

Nil

### **8.7 Nannup Hospital - Kym Sandilands**

Nil

### **8.8 Nannup SES – Geoff Allam**

Training at the SES has progressed smoothly with several new members joining. Facility upgrades have made the training easier. Training will continue with St John Ambulance, several exercises are planned over the coming months that includes the use of the Mule on bike trails, which will be the first time. Bridgetown SES are the closest team to Nannup that can provide more support and training is planned within September 2024. Bridgetown SES are considering purchasing a Mule, which will be a good support to Nannup SES. The SES also has approval for new flood boat and are discussing what type of boat is required.



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

St John Ambulance has a new Community Paramedic, Wendy Blackman. There is a training exercise in September with the mill, which is a great machine and have good numbers for the training exercise.

St John Ambulance will soon receive approval to build a shed for the St John's 4-wheel drive and that is progressing well.

#### **8.10 Nannup Police – Grant Berry**

Nannup Police is trialing a new roster model and have teamed up with the Shires of Capel and Donnybrook, with Nannup as the largest sub-district in the Southwest. There is now a hub vehicle from 8am-midnight on weekends for call outs to incidents.

#### **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) raised the Traffic management Incident Report again due to the lack of a quorum at the last meeting on 7 May 2024. Geoff Stewart (Main Roads) asked to revisit this issue now that there's a quorum. Over the past 9 months, there have been several incidents, mainly fires, where proper protocols weren't followed, especially at the end of the incidents. Local authorities have sometimes taken over assets and closed roads without notifying Main Roads, which should be done. Often, when assistance is needed, it's requested late at night, one particular case it was while traffic control companies were at a function. Main Roads managed to get a few people to help. Roads aren't properly secured or handed back to Main Roads, and in some cases, it was reopened in a dangerous conditions, with vehicles heading towards each other.

It's crucial that everyone is aware of their responsibilities. Some Shires have been briefed, but there are still issues with people not understanding their roles under the State Emergency Fire Plan. Problems have also arisen with Western Australia Police (WAPOL) contributing to road safety issues. All agencies need to fulfill their roles to provide a safe environment, especially when reopening roads, and be aware of their obligations under the State Emergency Act.

## **10. STANDING ITEMS:**

---

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

Nathan Manning (Shire of Nannup) will contact the relevant agencies to check if there are any changes, such as the St John Ambulance change however, there is primary contacts so it will only be a name change

## **11. GENERAL BUSINESS:**

---

**10.1** David Taylor (CEO) The Shire has faced safety issues with fire brigades responding to incidents. About 18 months ago, a fire brigade responded to an illegal campfire where the campers behaved threateningly. The fire brigade left, and the fire was not put out. Now, it has moved to a mechanism where two Fire Control Officers (FCO) will attend to each callout for safety. Six months ago, fire officers again felt unsafe entering a property and were advised to wait for police support. David Taylor (CEO) asked Grant Berry (Nannup Police) if there is anything the Shire can do to help the police and improve safety during these incidents.

Grant Berry (Nannup Police) responded that calls are directed to the hub system, where they are triaged based on specific facts and risk assessed. The local Police must wait for instructions from the call centre before it can respond. In that incident there was no one in distress or any violence. The person at the property was not there all the police could have done would be to attend the incident with bolt cutters. He agreed to meet with the CBFCO and Deputies directly to explain how the system works.

Warren Smith (St John Ambulance) asked if the fire units still use Alarm Detection Location (ADL). Peter Thomas (DFES) confirmed they do. Nathan Manning (Shire of Nannup) responded that once an ADL is activated on an appliance, CommCen will quickly notify the Brigade Captains, Chiefs, and CESM. If there's no response, other fire crews and resources will be mobilised based on the job details. Peter Thomas (DFES) added it was discussed at the BFAC (Bush Fire Advisory Committee) that Fire Crew Officers (FCOs) should not attend incidents alone; at least two people should go. If there are concerns, use more fire trucks to ensure better communication and safety. If needed, call for additional help or withdraw.

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

---

Proposed date of next meeting is 6 November 2024 at 3pm

## **13. CLOSURE OF MEETING:**

---

Presiding Member closed the meeting at 3.35pm