



Minutes

**Local Emergency Management Committee Meeting held
Wednesday 7 February 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:	3
2. ATTENDANCE/APOLOGIES:	3
2.1 Attendance	3
2.2 Apologies	3
3. PETITIONS/DEPUTATIONS/PRESENTATIONS:	4
3.1 Presentation by Ashley Merrett, Community Engagement Specialist, NBN Co	4
4. CONFIRMATION OF MINUTES:	4
4.1 Local Emergency Management Committee meeting – 8 November 2023	4
5. DISCLOSURE OF INTEREST:	5
6. CORRESPONDENCE:	5
7. BUSINESS ARISING FROM THE PREVIOUS MINUTES:	5
8. REPORTS OF OFFICERS:	5
8.1 Department of Communities, Renee Flaxman	5
8.2 Department of Fire and Emergency Services, Erin Hutchins	6
8.3 Department of Fire and Emergency Services, Peter Thomas	6
8.4 Department of Primary Industries and Regional Development, Graham Blinco, standing in for Ian Guthridge	6
8.5 Shire of Nannup, Louise Stokes	6
8.6 Shire of Nannup, David Taylor	6
8.7 Water Corporation, Mel Robertson	6
8.8 Nannup Hospital, Paige Weaver	6
8.9 Nannup SES, Geoff Allam	6
8.10 St John Ambulance, Luke Fowles	6
8.11 Nannup Police, Grant Berry	7
9. STANDING ITEMS:	7
9.1 Shire of Nannup EM Arrangements Part B Review:	7
10. GENERAL BUSINESS:	7
10.1 Geoff Allam, Nannup SES, facilities upgrade required at the Nannup Airstrip	7
10.2 Ed Hatherley (DBCA), Jalbarragup Fire presentation	7
11. PROPOSED DATE FOR NEXT MEETING:	8
12. CLOSURE OF MEETING:	8

Local Emergency Management Committee Meeting Minutes

Wednesday 7 February 2024

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

Welcome to country acknowledged by presiding member, Ian Gibb. Meeting declared open at 3:05pm.

Presiding member stated the meeting would be recorded for the purpose of minute taking.

2. ATTENDANCE/APOLOGIES:

2.1 Attendance

Councillors	Staff
Cr Ian Gibb – Councillor (Acting Presiding Member)	David Taylor – Chief Executive Officer (CEO)
	Damon Lukins – Manager Infrastructure (MI)
	Nathan Manning – Community Emergency Services Manager (CESM)
	Louise Stokes, Recovery Coordinator (RC)
	Andrea Jenkins – Communications Officer (CO)

Members
Renee Flaxman, Department of Communities, Regional Coordinator
Grant Berry, Nannup Police, Officer in Charge (OIC)
Erin Hutchins, Department of Fire and Emergency Services (DFES), District Emergency Management Advisor
Geoff Allam, Nannup State Emergency Service (SES), Local Manager
Paige Weaver, Nannup Health Service
Mel Robertson, Water Corporation, Operations Manager, Warren Blackwood District
Luke Fowles, St John Ambulance, Community Paramedic for Lower South West
Graham Blinco, Department of Primary Industries and Regional Development (DPIRD)
Ed Hatherley, Department of Biodiversity, Conservation and Attractions (DBCA), District Fire Coordinator, Blackwood District

Other Attendees
Ashley Merrett, NBN Co, Community Engagement Specialist

2.2 Apologies

Councillors	Staff
Cr Tony Dean – Shire President (Presiding Member)	

Members
Peter Thomas, Department of Fire and Emergency Services (DFES), District Officer
Ian Guthridge, Department of Primary Industries and Regional Development (DPIRD), Agriculture Section
Roma Boucher, Department of Communities, District Emergencies Services Officer, South West Region
Warren Smith, St John Ambulance, Chairperson
Kym Sandilands, Nannup Hospital, Manager

Other Attendees

3. PETITIONS/DEPUTATIONS/PRESENTATIONS:

3.1 Presentation by Ashley Merrett, Community Engagement Specialist, NBN Co

Ashley Merrett made a presentation titled *Emergency Preparedness and the NBN Network*.

Luke Fowles (St John Ambulance) commented on the fast response of NBN Co. in Cyclone Seroja affected areas and the effectiveness of being able to communicate once services were restored. Ashley Merrett added further information regarding activating wifi calling and the education occurring around that.

Erin Hutchins (DFES) questioned whether additional muster trucks are planned for Western Australia. Ashley Merrett confirmed that NBN Co is advocating for more muster trucks for Western Australia, but this is dependent on funding.

4. CONFIRMATION OF MINUTES:

4.1 Local Emergency Management Committee meeting – 8 November 2023

That the Minutes from the Local Emergency Management Committee held 8 November 2023 be confirmed as a true and correct record (Attachment 4.1).

<i>MOVED</i> Nathan Manning	<i>SECONDED</i> Geoff Allam
------------------------------------	------------------------------------

CARRIED

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)

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES:

- 10.3** Roma Boucher (Department of Communities) requested that the Evacuation Plan could be copied and sent through as the audit of the Nannup Recreation Centre does not have the floor plan currently.

RESPONSE: Nathan Manning (CESM) stated that the Evacuation Plan has been sent to Roma Butcher.

- 8.2** The Shire of Nannup to action looking at grant funding options with the Disaster Ready Fund and Telecommunication Disaster Resilience Innovation Program.

RESPONSE: Nathan Manning (CESM) stated that Louise Stokes (RC) passed grant information on but there is currently not the resources to apply. Louise Stokes (RC) added that it is best to identify needs prior to sourcing grant funding.

8. REPORTS OF OFFICERS:

8.1 Department of Communities, Renee Flaxman

Spoke to attached report (Attachment 8.1) and Local Emergency Relief and Support Plan (Attachment 8.1.1).

Spoke to the change of title to *Local Emergency Relief and Support Plan* from *Local Emergency Welfare Plan*.

Renee Flaxman requested that members send through any updates to contact details.

Renee Flaxman thanked Louise Stokes (CR) and Nathan Manning (CESM) for assistance in supporting Department of Communities through the Jalbarragup fire.

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

Referred to attached report (Attachment 8.2)

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

NIL

8.4 Department of Primary Industries and Regional Development, *Graham Blinco, standing in for Ian Guthridge*

As per reports tabled.

8.5 Shire of Nannup, *Louise Stokes*

As per reports tabled.

As an addition to the reports, Louise Stokes stated that the Emergency Plan did not undergo a full review but simply had the welfare section added. This was under the advice of Erin Hutchins (DFES). A full review will be conducted when required.

8.6 Shire of Nannup, *David Taylor*

Spoke regarding the recent Jalbarragup fire but noted that Ed Hatherley (DBCA) will expand on this in General Business. The Evacuation Centre portion of the incident response ran well. The incident ran smoothly and provided an opportunity to check procedures. A form has been sent to the Bush Fire Brigades to provide feedback which will be forwarded to DBCA.

8.7 Water Corporation, *Mel Robertson*

Communications will go between Department of Biodiversity, Conservation and Attractions (DBCA) and the Shire of Nannup with regards to Bibbulmun Track access to the Millstream Dam. Millstream Dam is a water catchment area, and the levels are low. An increase in hikers wanting to swim due to the hot weather presents risks.

8.8 Nannup Hospital, *Paige Weaver*

The hospital simulated an evacuation response. With Nannup Music Festival coming up, Paige Weaver is looking to secure a locum doctor to be situated at the Nannup Hospital otherwise there will be normal staffing plus staff on call for nurse escort transfers if required.

8.9 Nannup SES, *Geoff Allam*

Continuing work from last year with interagency training. An aid memoir is being worked on for St John Ambulance and Volunteer Fire and Rescue Services (VFRS).

8.10 St John Ambulance, *Luke Fowles*

The Nannup Music Festival First Aid tent is organised and community response is available as backup. St John Ambulance supported in the recent Jalbarragup fire with Luke Fowles sitting in the IMT as well as crew situated at the Evacuation Centre for three

days. Last night was the first training session in Nannup for 2024 with training set for the rest of the year.

8.11 Nannup Police, Grant Berry

Not much in the Emergency Management space. The police were in constant communication with relation to the fires with the communication from other agencies noted as very good. Grant Berry detailed that they have been extremely busy with other policing business.

Grant Berry left the meeting at 3:38pm.

9. STANDING ITEMS:

9.1 Shire of Nannup EM Arrangements Part B Review:

Nathan Manning (CESM) asked the committee to update the contact list tabled with any changes.

10. GENERAL BUSINESS:

10.1 Geoff Allam, Nannup SES, facilities upgrade required at the Nannup Airstrip

With the Nannup SES being on water bomber refill duties in extreme weather, an upgrade to facilities is required. The current shelter does not provide adequate protection from the sun or wind.

Ian Gibb (Acting Presiding Member) added to the discussion noting a report produced by the Nannup SES. As well as agreeing to the above, he noted that all Nannup SES members are volunteers, not provided food and working in difficult circumstances. The state of the toilets was also discussed. While improvements to the condition of the toilets were noted, Ian Gibb requested that cleaning occurred at the start of each fire season and the water tank, as the water source for the toilets, be elevated so it only requires filling once a year. Ian Gibb added that the water tank currently runs out of water which is when the toilets become unacceptable.

ACTION: Department of Biodiversity, Conservation and Attractions (DBCA) to investigate upgrading facilities at the Nannup Airstrip.

10.2 Ed Hatherley (DBCA), Jalbarragup Fire presentation

Ed Hatherley made a presentation detailing the Jalbarragup fire. The presentation informed the committee that the fire ignition source was inconclusive at this stage. It also detailed fire behaviour and the interaction of the fire with multiple prescribed burns that surrounded it.

An after-action review is being conducted on the 22 February 2024. Ed Hatherley has sent out information to all stakeholders involved for feedback.

11. PROPOSED DATE FOR NEXT MEETING:

Proposed date for the next meeting is 8 May 2024.

12. CLOSURE OF MEETING:

Closed at 3:49pm.