



MINUTES

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

**Commencing at 3.00pm
Shire of Nannup, 15 Adam Street**

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Local Emergency Management Committee Meeting Minutes

Wednesday 5 February 2025

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

The Presiding Member, Cr Anthony Dean declared the meeting open at 3.00pm

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.

Presiding Member, Cr Anthony Dean advised the Committee that the meeting was being recorded for minute taking.

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)	Geoff Allam – Community Emergency Services Manager (CESM)
	Lisa Atkinson – Executive Support Officer
	Lorraine Learmond, Recovery Coordinator

Members
Renee Flaxman, Department of Communities, Regional Coordinator, South West Region
Lisa Tuffnall, Operations Lead, St John Ambulance, Southern Forrest
Erin Hutchins, Department of Fire and Emergency Services (DFES), District Emergency Management Advisor
Peter Thomas, Department of Fire and Emergency Services (DFES), District Officer
Tina Buckley, Department of Primary Industries and Regional Development (DPIRD), Agriculture Section
Geoff Allum, Shire of Nannup (CESM)
Leonie Creagh, Nannup District High School (NDHS), Principal
Warren Smith, St John Ambulance, Chairperson
Keith Tarver, Nannup Police, Officer in Charge (OIC)
Bruce Hancock, Main Roads Western Australia, Asset Manager Operations
Brian Gatfield – Local Manager, SES
Dave Stanik Water Corporation, Operations Manager, Warren Blackwood District
Lorraine Learmond, Recovery Coordinator, Shire of Nannup

2.2 Apologies

Members
Ed Hatherley, Department of Biodiversity, Conservation and Attractions (DBCA), District Fire Coordinator, Blackwood District
Kym Sandilands – Nannup Hospital, Manger
Paige Weaver, Nannup Health Service
Louise Stokes, Red Cross

3. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

4. CONFIRMATION OF MINUTES:

4.1 Local Emergency Management Committee meeting – 6 November 2024

That the Minutes from the Local Emergency Management Committee held 6 November 2024 be confirmed as a true and correct record (Attachment 4.1).

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

10.2 Shire to contact DBCA to request it provide a shaded area at the airstrip

Geoff Allam (CESM) reported that two solid walls will be built at the Airstrip for shade and wind protection. IBC containers will be used for the toilet's gravity feed, reducing the need for a larger generator. Completion is uncertain due to budget issues."

Presiding Member, Cr Dean asked David Taylor (CEO) to provide an update on the Shire's telecommunications. David Taylor (CEO) responded he has been working with Telstra to address issues during events in Nannup. Telstra's infrastructure struggles with demand, especially during events like the Music Festival and Flower and Garden Festival. While no tower upgrades are planned, Telstra is working with the Shire to set up community Wi-Fi to help manage the load. A quote for a trial at the upcoming Music Festival is being prepared, along with quotes for a more permanent solution.

8. REPORTS OF OFFICERS:

8.1 Department of Communities - Renee Flaxman (**Report Attached 8.1**)

Renea Flaxman (Department of Communities) is continuing its preparedness efforts and looking into purchasing equipment for the region. Renee is working with Lorraine Learmond (Recovery Officer) to support Nannup. Communities have received a new trailer for Collie.

The State Support Plan was updated and approved on 4 December 2024. Renea Flaxman and Lorraine Learmond are revising the local emergency support plan, which will be circulated for feedback. The document will be shortened from 70-80 pages.

On Friday, 8 February 2025, Renae Flaxman will lead evacuation centre training with Shire of Nannup staff.

8.2 Department of Fire and Emergency Services - Erin Hutchins (**Attachment 8.2**) (**Recovery Framework attachments provided at 8.2.1, 8.2.2 and 8.2.3**)

Erin Hutchins (DFES) advised of a revised edition of her report that now includes the State Recovery Arrangements review. This review went out for consultation on 3 February 2025 and will remain open until 2 May 2025.

The main updates made by the State include the introduction of a four-tiered model for recovery. This model determines the level of State involvement depending on the complexity of recovery needed in each local government area. The model, labelled R1-R4, decides the support provided based on the severity of the incident and the local government's needs. The State Government will appoint a Recovery Coordinator for R3 and R4 recovery, with R4 being the highest level of involvement and focus on coordination and control.

There will also be a mechanism for the State to assist local governments that do not have a recovery coordinator but still need extra support. The review clarifies the role of hazard management agencies in starting and coordinating early recovery efforts during both the response and recovery phases. It will also establish how recovery coordination can transition between hazard management agencies, local governments, or the State, with less emphasis on the impact statement as a trigger for the handover.

Additionally, local and State governments will be required to engage with the community to understand their needs and priorities when planning recovery efforts. The review also focuses on reducing State involvement over time and transitioning back to normal operations, with service agreements to be planned and agreed upon between the State and local governments.

All relevant information is in the attachments. Local government is responsible for recovery, and members of the local emergency management committee may be called upon for expertise. Erin recommended reviewing the Engage WA website for documents on amendments and potential impacts, with feedback to be shared with the State.

Consultation sessions are available, with both online and in-person options. These sessions can be registered for via the website. There is an expression of interest for the pilot program on changes to local emergency management arrangements, with registration details in the report.

The Disaster Ready Fund Round 3 is now open until April 2, for disaster resilience and risk reduction projects. Eligibility and criteria are in the report links. At the end of 2024, the Premier announced a new natural disaster recovery fund. This fund is separate from the Premier's relief payment and provides between \$2,000 and \$4,000 for individuals and households in need. It also offers up to \$20,000 for households, community groups, and local businesses, bridging the gap between emergency assistance and insurance payouts.

Presiding Member, Cr. Dean asked Erin Hutchins (DFES) about a \$200 million Federal government fund and whether the Shire could explore options for Nannup. He also asked if other local governments, like Boyup Brook, had received any of this funding. Erin Hutchins (DFES) responded and confirmed that Boyup Brook received funding for its evacuation centre update. Several local governments applied for the Digital Australian Fire Danger Rating signage. Erin added that there is a link in her report showing successful projects from previous rounds that may benefit the community.

Action: Presiding Member, Cr Dean asked Executive to explore worthwhile potential projects that Local Emergency Management Committee (LEMC) can undertake at the Shire of Nannup.

Bruce Hancock (Main Roads) asked the Presiding Member, Cr Dean could the starlinks be a Project? Presiding Member, Cr Dean responded yes, it could be.

David Taylor (CEO) asked Erin Hutchins (DFES) would a portable WIFI system for when comms fail be a project? Erin Hutchins (DFES) responded she could not advise without reviewing the criteria.

8.3 Department of Shire and Emergency Services - Peter Thomas

Peter Thomas (DFES) reported that DFES has been busy responding to bushfires, structure fires, and road crashes. In Busselton, two houses were lost to fire in the past 24 hours. An initial investigation of one house found remnants of a lithium battery. Lithium battery fires are becoming more common. Key points include being cautious about what and where you charge. In a recent house fire, a rechargeable doorbell/camera was involved. When these batteries go into thermal runaway, they emit molten metal and toxic fumes, which can ignite other materials and damage airways. These batteries are often found in cheaper products, which are more likely to fail.

He advised against leaving devices on charge when not at home and not charging on soft surfaces. Over the next decade, we are likely to see an increase in these fires, with the growing use of lithium batteries in cars posing future risks. DFES crews, along with St John Ambulance and Police, face challenges in dealing with thermal runaway in car crashes.

Peter Thomas (DFES) welcomed Geoff Allam, the new CESM to Nannup, he advised he has settled in well and is active at the DFES Operations Centre.

He also announced Richard Bothe as the new SES District Officer who started at the end of last year. Richard is a local from Bridgetown, now manages all SES units across the region.

Cr Gibb asked Peter Thomas (DFES) if the Shire could use this opportunity to share a message about not leaving devices on charge. Peter Thomas (DFES) responded that any information on home fire safety and bushfire safety is helpful.

Bruce Hancock (Main Roads) mentioned a large fire at a power station in Kwinana. Peter Thomas shared that DFES recently responded to a fire at a self-sufficient home with an off-grid battery and solar system. The battery cells failed, caught fire, and destroyed a shed. Despite efforts to cool it, the battery continued to generate heat, even 48 hours later.

David Taylor (CEO) asked Peter Thomas (DFES) what to do if a mobile phone overheats. Peter advised leaving it in water and keeping it away from anything that could catch fire.

Leonie Creigh asked Peter Thomas (DFES) if there are any school-based products for the community. Peter Thomas (DFES) responded that there were some in the past and will look into it. Leonie Creigh responded and suggested targeting messages to children who have devices purchased from TEMU, as they might share information at home. Peter Thomas responded and agreed to look into available resources and send them to Geoff Allam (CESM) for distribution.

Peter Thomas (DFES) explained DFES investigates undetermined or accidental fires. If suspicious activity is found, it is referred to WAPOL as a criminal matter. DFES also looks for equipment issues like with dishwashers or TVs, which could lead to recalls and public education. A few years ago, halogen downlights caused roof fires due to improper installation, and now lithium batteries have replaced that concern.

Erin Hutchins (DFES) explained the Emergency WA app, which allows users to create watch zones, receive warnings, access live broadcasts, listen to warnings with a read-aloud tool, and store documents like bushfire plans. Leonie noted the app is also linked to the Department of Education for evacuations and school closures.

8.4 Department of Primary Industries and Regional Development – Tina Buckly (proxy for Ian Guthridge) (Attachment 8.4)

Tina Buckly (DPIRD) provided a summary of DPIRD activities. The Bunbury office, covering Waroona, Collie, Manjimup, Bridgetown, Augusta, and Walpole, has finalised the Hazard Season and Biosecurity arrangements. More coordinators will rotate through the high-threat season.

The Polyphagous Shot Hole Borer (PSHB) Biosecurity Response is ongoing and is not reported outside the Perth metro area. A public information session will be held on Tuesday, 18 February, from 12-1 pm on Microsoft Teams. Tina will email the link to the committee for anyone interested in attending.

The Queensland fruit fly has been detected in Willagee, and fruit cannot be moved outside the quarantine area. More information is available in the report.

There are responses to outbreaks of H7 avian influenza in Victoria, but no detections have been made in Western Australia.

Presiding Member, Cr. Dean, asked Tina Buckley (DPIRD) if the H7 avian flu is the benign strain, Tina Buckley (DPIRD) responded confirming that it is.

Presiding Member, Cr. Dean asked if the Shire has an animal welfare plan in its emergency plans. Erin Hutchins (DFES) advised that there was previously funding available for local governments to create such a plan, with training available at Muresk near Northam.

8.5 Shire of Nannup – Geoff Allam (Attachment 8.5)

St John Ambulance Heatwave Preparedness (Attachment 8.5.1)

St John Ambulance Heatwave Preparedness for people living with a disability (Attachment 8.5.2)

Geoff Allam (CESM) reported that mitigation works on Balingup Nannup Road, between Agg Road and Blackwood River Clinic, will continue for 10-14 days, with shifts in progress.

The Local Law and Bush Fire Procedures are in the final stage for brigade feedback and should be sent to the Council soon.

A rescue occurred last Monday at the helipad. The pilot refused to land on the allocated pad due to a slope issue (more than three degrees) and landed across the road instead. Geoff will arrange for the weeds to be cut back on the helipad.

Geoff Allam has been updating contact lists with Lorraine Learmond (Recovery Officer), following several changes since the last meeting.

8.6 Water Corporation – Dave Stanik

Dave Stanik (Water Corporation) has been completing asset failure contingency planning that has been underway for the past two months, including a recent desktop failure exercise. The full plan will take six months to complete and integrate. Updates will be provided to the committee as the work progresses. Focus will also be on vegetation management, with \$20,000 worth of work completed in the past three weeks to reduce risks around assets.

8.7 Nannup Hospital - Kym Sandilands

Nil.

8.8 Nannup SES – Brian Gatfield

Brian Gatfield (SES) reported the SES has had a quiet period except for one incident at the bike trails involving a helicopter, which led to today's discussion.

The SES building is not fully functional for an ICC due to an apron being installed in front of the unit. This has resulted in the removal of an air conditioner, and only part of the building has air conditioning. Until the apron is finished, a large portion of the building will have limited air conditioning. Additionally, the carpets have been replaced.

Presiding Member, Cr Dean asked if the SES's new shed is operational. Brian Gatfield (SES) responded that the new shed is up and running, with a full security system in place now.

8.9 St John Ambulance – Warren Smith

Warren Smith (St John Ambulance) raised the need for funding to repair the helipad behind the emu at Tank 7 and establish a proper landing pad. The goal is to have it ready for the upcoming World Championship in May. The culvert has been installed to allow ambulance access.

There was recent confusion when a helicopter landed behind the hospital on Dunnet Road to pick up a patient, even though the designated landing zones are the school and main ovals. Warren noted that when local police are unavailable, he contacts the SES to ensure the oval is clear for helicopter landings. He also acknowledged the skill of the pilot who landed behind the hospital.

The discussion focused on helicopter arrivals in town, primarily to either transport patients to the hospital or bring medical staff for patient stabilisation. There is a need for secure landing areas in isolated locations. Presiding Member, Cr Dean suggested that disaster-ready funding could be ideal for addressing these needs.

Peter Thomas (DFES) asked whether the helicopter that landed behind the hospital was from the Royal Flying Doctors, Warren Smith (St John Ambulance) responded that he wasn't sure, as he wasn't on that job. Peter Thomas (DFES) offered to help coordinate with DFES and RFDS regarding landing operations and any concerns about landing areas.

David Taylor (CEO) inquired why the helicopter landed behind the hospital. Warren Smith (St John Ambulance) explained that it was due to a breakdown in communication. It was noted that pilots may have different perceptions of risk and some may choose to land in non-designated areas based on their comfort level. Cr. Gibb mentioned speaking to the pilot, who was confused about the landing location and wasn't aware that the ambulance was available.

Warren Smith (St John Ambulance) thanked the Shire for putting up the "Emergency Vehicles Entering" signs on Felspar Road. He also shared that a heatwave warning was posted on the Nannup Community page and mentioned that there is currently no sign indicating where ambulances are located in Nannup. He noted that Works and Services at the Depot will decide where the Ambulance signs should go when they arrive.

The shed for the 4WD ambulance is nearly complete and should be delivered by the end of the month. The 4WD ambulance is expected to arrive in August or September 2025. Bruce Hancock (Main Roads) explained that helicopters can land on slight slopes but avoid gradients exceeding 3 degrees for safety reasons, as it can lead to the tail rudder striking the ground.

8.10 Nannup Police – Keith Tarver

Keith Tarver (Nannup Police) reported this is his first LEMC meeting and he is adjusting to working in a single Shire, having previously worked in multiple Shires. He is working with the local school on potential hostile acts. From a Police perspective, the most likely threat is a terrorist act, potentially involving a student with a weapon who may take a hostage. He added he is developing a training exercise and will share it with LEMC once complete. Lisa Tufnell (St John Ambulance) expressed interest in being involved, citing her background in the Christchurch Mosque shootings.

Leonie Creigh (Nannup District High School) noted that the school is now required to conduct both lockdown and evacuation drills, following a recent incident in Perth. This has helped normalise the presence of first responders.

8.11 Department of Biodiversity, Conservation and Attractions – Ed Hatherley

Nil.

8.12 Nannup District High School – Leonie Creagh

Leonie Creagh (Nannup District High School) reported they are working to upskill students on emergencies and prevention and are interested in collaborating with different services. Peter Thomas (DFES) shared that DFES has provided evacuation training for local schools regarding fire safety.

Leonie Creagh (Nannup District High School) added that Principals attended an event in Bunbury last year, where services discussed how schools can improve emergency preparedness. It was suggested that emergency services be involved during fire drills to make them more meaningful for students.

Leonie also raised concerns about lithium battery safety, especially regarding the risk of explosions. She asked if there could be a demonstration of this risk. Peter Thomas (DFES) suggested using videos to demonstrate and will provide more information.

Leonie emphasised the importance of normalising emergency services at the school to help students stay calm and potentially spark interest in emergency services careers. Peter Thomas (DFES) noted that volunteers are always needed and suggested a combined emergency services session.

8.13 Bruce Hancock, Main Roads Western Australia, Asset Manager Operations

Bruce Hancock (Main Roads) reported there have been several fires recently, particularly on 16 January 2025. Main Roads was involved in three fires, all managed by local governments as incident controllers. He asked that if any Main Roads assets are threatened, incident controllers contact Main Roads through the 138138 number as soon as possible. Main Roads needs the incident controller's name, contact number, and the location of the command centre to deploy staff. If VCP is needed immediately, WA Police will respond first, with Main Roads supporting after.

Lisa Tufnell (St John Ambulance) reported that Warren Smith is the local representative. St John has a new Ambulance Plan and Emergency Management Manager.

9. STANDING ITEMS:

9.1 Shire of Nannup EM Arrangements Part B Review:

Geoff Allam (CESM) reported that the review is still ongoing and should be resolved soon. Presiding Member, Cr Dean asked who is reviewing it. Geoff Allam (CESM) responded that he is catching up on it. Erin Hutchins (DFES) noted that the Nannup arrangements are due for a full review this year and offered to assist Geoff Allam.

9.2 Actions from previous meeting 6 November 2024

This item was discussed at Agenda item 7.

10. GENERAL BUSINESS:

10.1 Weekly Climate Hazard Outlook for BoM 30 January 2025.

A copy of the weekly Climate Hazard Outlook was provided to all committee, members at the meeting.

10.2 Presiding Member, Cr Dean reported that the District Management Advisory Report did not mention the Local Operation Recovery Plan (LoORP). Erin Hutchins (DFES) responded that DFES held a workshop for the 12 local governments in the South West Zone last year in Busselton. This included updates on State Recovery, and changes were made to the LoORP, which now aligns with the Local Emergency Management Arrangements (LEMA). Erin Hutchinson (DFES) offered to attend a LEMA meeting to explain how it works and emphasised that the plan involves not just LEMC members but other local government staff. Local governments are required to complete this exercise annually.

Cr Dean (Presiding Member) asked Erin and Geoff to consider this, as it is required in 2025.

Warren Smith (St John Ambulance) advised that St John Hospital was on standby recently due to a fire near Bunbury Hospital. Ambulances were sent to assist with evacuations, but the contingency was not needed.

11. PROPOSED DATE FOR NEXT MEETING:

Wednesday 7 May 2025 at 3pm.

12. CLOSURE OF MEETING:

Presiding Member, Cr Dean declared the meeting closed at 3.57pm.

Attachments

Attachments	Title
4.1	Local Emergency Management Committee Meeting Minutes 6 November 2024
6.2	Event Update
8.1	Report by the Department of Communities
8.2	Report by the Department of Fire and Emergency Services
8.2.1	Update – Recovery Framework Review Consultation
8.2.2.	Factsheet – Proposed EM Framework Recovery Overview
8.2.3	Factsheet Proposed New Model for State Involvement in Recovery
8.4	Report by the Department of Primary Industries and Regional Development
8.5	Report by Shire of Nannup CESM
8.5.1	St John Ambulance Heatwave Preparedness
8.5.2	St John Ambulance Heatwave Preparedness for people living with a disability
9.2	Actions from previous meeting 6 November 2024
10.2	Weekly Climate Hazard Outlook for BoM 30 January 2025.