



Minutes

**Local Emergency Management Committee Meeting to be held
Wednesday 8 November 2023**

**Commencing at 3.00pm
Nannup SES, Sexton Way, Nannup**

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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
Nil.	4
4. CONFIRMATION OF MINUTES:	4
4.1 Local Emergency Management Committee meeting – 31 August 2023	4
5. DISCLOSURE OF INTEREST:	4
6. CORRESPONDENCE:	4
7. BUSINESS ARISING FROM THE PREVIOUS MINUTES:	5
8. REPORTS OF OFFICERS:	6
8.1 Department of Communities, Roma Boucher	6
8.2 Department of Fire and Emergency Services, Erin Hutchins (Attachment 8.2)	6
8.3 Department of Fire and Emergency Services, Peter Thomas	6
8.4 Department of Primary Industries and Regional Development, Ian Guthridge	6
8.5 Shire of Nannup, Louise Stokes (Attachment 8.5)	6
8.6 Shire of Nannup, David Taylor	7
8.7 Water Corporation, Nigel Reeve	7
8.8 Nannup Hospital, Kym Sandilands	7
9. STANDING ITEMS:	7
9.1 Shire of Nannup EM Arrangements Part B Review:	7
10. GENERAL BUSINESS:	7
10.1 Warren Smith, Emergency Rescue Training	7
10.2 Geoff Allam, Nannup State Emergency Service training session	8
10.3 Louise Stokes, Shire of Nannup Recovery Plan	8
10.4 Nigel Reeve, questioning Water Corporation communication to be forwarded.	8
11. PROPOSED DATE FOR NEXT MEETING:	8
12. CLOSURE OF MEETING:	8

Local Emergency Management Committee Meeting Agenda Wednesday 8 November 2023

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

Welcome to country acknowledged by presiding member, Ian Gibb. Meeting declared open at 3:00pm.

Presiding member requested permission to record the meeting 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
	Andrea Jenkins – Communications Officer

Members
Ian Guthridge, Department of Primary Industries and Regional Development (DPIRD), Agriculture Section
Roma Boucher, Department of Communities, District Emergencies Services Officer, South West Region
Peter Thomas, Department of Fire and Emergency Services (DFES), District Officer
Erin Hutchins, Department of Fire and Emergency Services (DFES), District Emergency Management Advisor
Geoff Allam, Nannup State Emergency Service (SES), Local Manager
Nigel Reeve, Water Corporation, Warren-Blackwood
Warren Smith, Nannup Ambulance
Kym Sandilands, Nannup Hospital, Manager

Other Attendees
NIL

2.2 Apologies

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

Members
Sharon Austin, Department of Communities
Ray Deall, Western Power
Mel Robertson, Water Corporation
Jeff Cooke, Western Australian Police Force
Leonie Creagh, Nannup District High School

Other Attendees

3. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

4. CONFIRMATION OF MINUTES:

4.1 Local Emergency Management Committee meeting – 31 August 2023

That the Minutes from the Local Emergency Management Committee held 31 August 2023 be confirmed as a true and correct record (Attachment 4.1).

<i>MOVED</i> Louise Stokes	<i>SECONDED</i> Ian Guthridge
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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 – tabled

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES:

- 7.1** Nathan Manning, to approach Parkside Timber regarding a firefighting water source as an immediate solution.

RESPONSE: Nathan Manning, CESM, contacted Parkside Timber and they are happy for their bore to be used in emergency situations for firefighting. Parkside Timber also pointed out further properties that may be able to provide further sources of water. Nathan Manning will be forwarded contact details for further discussion.

Louise Stokes to investigate grants for the cemetery bore.

RESPONSE: Louise Stokes, Recovery Coordinator, spoke with Damon Lukins, Manager Infrastructure about grants. There is a Water Corporation grant currently available that will cover 50% of the cost of a tank if mains water is connected. In discussion with Damon Lukins, it was agreed that it would be cost prohibitive. Damon Lukins is now investigating bores.

- 7.3** Geoff Allam will communicate with Warren Smith regarding use of the helipad after the process and lease has been formalised.

RESPONSE: Geoff Allam, Nannup State Emergency Service, said they are waiting for works to continue for the helipad. It has all been approved to proceed but at this stage we know it is still usable if needed.

David Taylor to formalise helipad on Water Corporation lands.

RESPONSE: David Taylor, CEO, added that the approvals have been granted but the lease has got to be signed and then more levelling needs to occur.

- 8.1** Roma Boucher, Nathan Manning and Louise Stokes to undertake audit of the Nannup Recreation Centre directly after the August meeting.

Response: The audit was done and sent to unit in Perth.

RESPONSE: Roma Butcher, Department of Communities, said it was done and sent to unit in Perth.

- 8.8** Nathan Manning to see if nbn can bring the emergency vehicle to Nannup to present at the next Nannup LEMC meeting.

ACTION: Nathan Manning, CESM, stated contact had not been made with nbn but will take it forward to the February meeting to provide appropriate notice.

- 10.2** Radio training for new staff – Nathan Manning confirmed that he and David Taylor were organising this and can be organised for the same day as the Shire Administration desktop simulation.

RESPONSE: Nathan Manning, CESM, said this is a work in progress. No date has been set for the desktop simulation however a basic radio course can be run whenever needed.

- 10.3** Nathan Manning, CESM, to ask Shire administration staff for a floorplan to send to Roma Boucher.

RESPONSE: Nathan Manning, CESM, stated that photos were taken of the evacuation planning, which showed the floor plan, during the audit of the Nannup Recreation Centre. Roma Butcher asked if the Evacuation Plan could also be copied and sent through as the audit does not have the floor plan currently.

8. REPORTS OF OFFICERS:

- 8.1 Department of Communities, Roma Boucher**

As per report that will be sent with the minutes.

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

As per attachment.

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

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

As per report that was tabled.

Ian Gibb, Presiding Member, stated that the Nannup State Emergency Service (SES) were happy with the GU ute that was delivered a couple of days prior to the meeting, providing Nannup with two vehicles.

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

As per reports tabled.

- 8.5 Shire of Nannup, Louise Stokes (Attachment 8.5)**

As per attachment. Louise Stokes stated that everything was on track and that the Shire of Nannup Recovery Plan needs to be redone.

8.6 Shire of Nannup, David Taylor

Spoke to past events and issues around parking that the Shire of Nannup is working on solutions for.

The TOUR 2023 seemed to run very well. They had their own private ambulance response group there.

Permits to burn are now in place in the Shire of Nannup which is good as there have already been several get aways.

Forest Products Commission have brought the Brajkovich block, about 800 acres, and are starting to do site prep work.

8.7 Water Corporation, Nigel Reeve

Commenting from the previous minutes as this is his first meeting. The bore will be upgraded before Christmas.

The water test will be happening this year after a set back with power outage. The big push is to make sure allocation is reached while the test is on. The new motors on the pumps to get allocation to its maximum and then the water test will occur after that. Forest Products Commission will be harvesting the pines around the Nannup Waste Water Treatment Plant in February 2024.

8.8 Nannup Hospital, Kym Sandilands

Apologies from Paige Wheeler. The Nannup Hospital has been working on emergency responses with drills. There is another COVID outbreak in the South West so the hospital is preparing for that.

Ian Gibb, presiding member, questioned whether this should be publicised in the Nannup Telegraph. Kym Sandilands considered it worthwhile.

9. STANDING ITEMS:

9.1 Shire of Nannup EM Arrangements Part B Review:

Nathan Manning, CESM, spoke to this, stating a review has been done and some changes may need to be made. Louise Stokes added for Part B that members let Nathan Manning know any changes to staff contacts and responsible people.

10. GENERAL BUSINESS:

10.1 Warren Smith, Emergency Rescue Training

Emergency rescue training is scheduled for Saturday 18 November with the Nannup Ambulance, Nannup State Emergency Service and potentially Nannup Fire and Rescue. This will be for a recovery of Felspar Road to test reactions. It will be a real time exercise. There will be some sirens so if you hear that it is the training which will

involve rescuing an SES member out of the gully. Warren Smith believes the Shire of Nannup is aware and will close the track on Saturday morning.

ACTION: The Shire of Nannup to confirm closure of track for emergency rescue training is organised.

10.2 Geoff Allam, Nannup State Emergency Service training session

Nannup State Emergency Service (SES) had a good training session working with the mule last night. It was very successful on steep terrain and the SES had a good training session last night working with the mule. It was successful on steep terrain and Nannup SES was happy with the response.

10.3 Louise Stokes, Shire of Nannup Recovery Plan

Spoke to the Recovery Plan distributed. An update has been done and Louise Stokes would like to put it to the November Ordinary Council meeting on 23 November 2023.

Erin Hutchins, DFES, questioned if it was a full review. Louise Stokes said it is an annual review which came about from the Deputy Recovery Coordinator training suggesting a wellbeing plan be included.

ACTION: Members to send feedback regarding the Shire of Nannup Recovery Plan to Louise Stokes by 9 November 2023.

10.4 Nigel Reeve, questioning Water Corporation communication to be forwarded.

Nigel Reeve, Water Corporation, asked if the information about the bore needs to be passed on. David Taylor suggested to pass on the dates so that it can be communicated if there are delays.

11. PROPOSED DATE FOR NEXT MEETING:

Proposed date for the next meeting is 7 February 2024.

12. CLOSURE OF MEETING:

Closed at 3:26pm.