



# MINUTES

## SHIRE OF JERRAMUNGUP

### LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

**9 DECEMBER 2024**

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**Shire of Jerramungup**  
**Table of Contents**  
**Meeting of the Local Emergency Management Committee**  
**Monday, 9 December 2024**

<b>1.0</b>	<b>DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS .....</b>	<b>4</b>
<b>2.0</b>	<b>RECORD OF ATTENDANCE .....</b>	<b>4</b>
2.1	ATTENDANCE.....	4
2.2	APOLOGIES .....	4
<b>3.0</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....</b>	<b>5</b>
<b>4.0</b>	<b>BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING .....</b>	<b>5</b>
<b>5.0</b>	<b>MEMBERSHIP UPDATES .....</b>	<b>5</b>
<b>6.0</b>	<b>CORRESPONDENCE .....</b>	<b>6</b>
<b>7.0</b>	<b>REPORTS / UPDATES.....</b>	<b>7</b>
<b>8.0</b>	<b>ROUND TABLE .....</b>	<b>7</b>
<b>9.0</b>	<b>NEXT MEETING .....</b>	<b>9</b>
<b>10.0</b>	<b>CLOSURE OF MEETING .....</b>	<b>9</b>

# **MINUTES OF A MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE BREMER BAY VOLUNTEER FIRE AND EMERGENCY SERVICES BUILDING MEETING ROOM ON MONDAY, 9 DECEMBER 2024, COMMENCING AT 12.00PM.**

## **1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS**

The meeting was opened at 12.00 pm by the Chairperson.

## **2.0 RECORD OF ATTENDANCE**

### **2.1 ATTENDANCE**

Cr Joanne Iffla, President, Shire of Jerramungup (Chairperson)

Cr Julie Leenhouders, Deputy Shire President, Shire of Jerramungup

Daniel Biddulph, Bushfire Risk Mitigation Coordinator, Shire of Jerramungup/DFES

Sergeant Stuart Kerr, WA Police – Jerramungup

Alex Jones, Chief Bushfire Control Officer, Shire of Jerramungup

Stephen Petersen, District Officer, Department of Fire and Emergency Services (DFES)

Vivienne Gardiner, Regional Coordinator, Department of Communities

Dean Fasolo, Community Paramedic, St John Ambulance

Sam Wyldheart, Agency A/DoN-HSM Verus People Nursing

Charmaine Solomon, Deputy Chief Executive Officer, Shire of Jerramungup

Martin Cuthbert, Chief Executive Officer, Shire of Jerramungup

John Collins, Department of Primary Industries and Regional Development DPIRD

Janna Cheshire, Community Emergency Services Manager, Shire of Jerramungup/DFES

Gareth Evans, Water Corporation

Melanie Haymont, Community Preparedness Advisor, DFES

Micheal Batchelor, Captain, Bremer Bay Volunteer Emergency Services

Jason Willcocks, Commander, Bremer Bay Volunteer Marine Rescue

Andy Boutell, Telstra (TEAMS)

Matt Prophet, Department of Biodiversity Conservation and Attractions (DBCA) (joined via Teams at 12:22)

### **2.2 APOLOGIES**

Charlotte Powis, Great Southern District Emergency Management Advisor, DFES

### **3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

#### **3.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 14 OCTOBER 2024**

**MOVED: Dean Fasolo      SECONDED: Dan Biddulph**

**That the Minutes of the Meeting of the Local Emergency Management Committee held on 14 October 2024 be CONFIRMED.**

**CARRIED**

### **4.0 BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING**

#### **4.1 Bremer Airstrip project**

The delivery of the new Bremer Bay cross runway is contingent upon the issue of both state and federal clearing permits. Work towards securing those permits is ongoing and has been complicated by the presence of threatened environmental communities and the identification of areas of dieback within the airport reserve. The environmental values and risks associated with the project has required additional studies and mitigation strategies to be developed which has pushed out the timelines for the applications to be finalised and then advertised which is necessary before any approvals can be granted.

Both state and federal clearing permit application documentation have been advertised for public comment for a period of 10 days and were advertised statewide. No submissions were received for either application.

The Shire is now anticipating the decisions on our applications to be handed down by the end of January to mid-February 2025.

As the project was thought to be completed by April 2025 but held up due to the further assessment of flora and fauna in within the proposed action area, the Shire has commenced discussions with the funding bodies to seek an extension to the project timeframe until April 2026 and are currently awaiting official feedback from our partners at Regional Airports Development Scheme and Regional Airport Upgrades programmes.

Due to staff changes, this project will be overseen by the Shire's civil works consultant, Patrick Steinbacher, into the future.

#### **4.2 Nursing update – provided at point 8.9**

#### **4.3 Road Safety Audit – The Shire has arranged for road safety audits to be undertaken by a qualified assessor on the following roads due to various safety concerns raised:**

- Lancaster Road adjacent to the school
- Derrick Street full length
- Borden-Bremer Bay Road adjacent to the caravan park

The audits have now been completed and the Shire is awaiting feedback on the results as well as advice on how to implement any required risk mitigation strategies.

### **5.0 MEMBERSHIP UPDATES**

#### **5.1 Updates to LEMC Contact List and WHATSAPP Group**

It was discussed that a shared file to access all LEMC relevant documents and information would be created and all relevant members across all agencies invited to participate in accessing and updating information as required.

**Action: Janna Cheshire to set up Teams group and share files for all LEMC members.**

The use of WhatsApp as a tool to communicate urgent and important information relevant to all LEMC members was discussed and agreed on. It was brought to attention that WhatsApp has failed to deliver messages in a timely manner in the past and suggested to not solely rely on WhatsApp to communicate emergency information to this group.

**Action: Janna Cheshire to update contact details in existing WhatsApp group and add/remove members as per current LEMC member schedule.**

## 6.0 CORRESPONDENCE

**6.1 DFES Great Southern District Emergency Management Advisor - Round 3 of the Commonwealth Mobile Network Hardening Program.** A Project Noticeboard for Round 3 is available for local governments and state, territory and federal parliamentarians to identify potential projects or locations which would benefit from a Resilience Upgrade.

**6.2 Department of Primary Industries and Regional Development - Polyphagous shot-hole borer (PSHB)** is a wood-boring invasive beetle that excavates tunnels in the trunks and branches of trees. PSHB introduces a *Fusarium* fungus into these tunnels which it cultivates as a food source. In susceptible species, this fungus causes dieback and tree death.

The invasive PSHB was detected in Western Australia in August 2021. Currently, PSHB has not been detected outside of the Perth metropolitan area.

**6.3 DFES Great Southern District Emergency Management Advisor - Pre-Season Preparedness Briefing for Great Southern Emergency Management District presentations** emailed out with agenda including Local Emergency Management Handbook which provides a summary of the WA emergency management arrangements, key roles, and responsibilities, agenda and terms of reference templates and best practice advice for the administration of LEMC as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines).

**6.4 DFES Great Southern District Emergency Management Advisor – Feedback provided on the Shires draft LEMA and Recovery Plan, changes recommended.** The Shire is finalising these changes to seek DEMC feedback. Any feedback from DEMC can be considered/incorporated before it goes to Council for their endorsement before it goes to SEMC. SEMC approval anticipated for March 2025.

**6.5 WACHS – Kevin Cropper has finished his contract with WACHS.** Kevin advised Sam Wyldheart will be taking over and will be the Shires contact in the interim.

**6.6 DFES Great Southern Community Preparedness Advisor – Community Preparedness Monthly Topics December's** monthly preparedness topic is **Total Fire Ban (TFB)**. This video explains what it means if a Total Fire Ban is declared and where to find out if one has been declared. This video could be embedded / shared on your brigade, group or unit, community facing Facebook page along with some key messages.

<https://youtu.be/MNrZZwSzyP4?si=khtNM2tiQKpdb8O7>

## 7.0 REPORTS / UPDATES

### 7.1 Chief Bush Fire Control Officer Report – Alex Jones, Shire of Jerramungup

Please see report attached to the minutes.

### 7.2 District Emergency Management Advisor – Charlotte Powis, Department of Fire and Emergency Services

Please see report attached to the minutes.

### 7.3 Emergency Relief and Support Report – Vivienne Gairdner, Department of Communities

Please see report attached to the minutes.

### 7.4 Community Preparedness Advisor Report – Melanie Haymont, Department of Fire and Emergency Services

Please see report attached to the minutes.

### 7.5 Bushfire Risk Mitigation Coordinator – Dan Biddulph, Shire of Jerramungup

Please see report attached to the minutes.

## 8.0 ROUND TABLE

### 8.1 WA Police – Sergeant Stuart Kerr

- Business as usual
- Accommodation secured for New Year's Eve, 12 officers will be stationed in Bremer Bay.
- Plans to expand resources for larger events such as Australia Day, depending on funding.
- Emergency Management exercise anticipated for July 2025.

### 8.2 Department of Communities – Vivienne Gardiner

- Reminder to officially activate Department of Communities through the Regional Duty Coordinator if required, before opening any evacuation centers.
- Regional resources (trailers) stationed in Ravensthorpe, Katanning and Walpole.
- A review and update of the Local Emergency Relief and Support Plan (LERSP) has been conducted by the Department of Communities to align format and content with current template and limit duplication of information provided in Local Emergency Management Arrangements (LEMA).

**MOVED: Vivienne Gairdner**

**SECONDED: Dean Fasolo**

**That the Local Emergency Management Committee endorse the updated LERSP prepared by the Department of Communities.**

**CARRIED**

### 8.3 Captain Bremer Bay VFES – Micheal Batchelor

- Local brigade is prepared for the upcoming season.
- Received new General Rescue Utility (GRU). Vehicle not fit for assisting other emergency services with retrieving casualties from locations with difficult access.
- Reporting issues with phone service and network connectivity in Bremer Bay.

**8.4 Community Paramedic – Dean Fasolo, St John Ambulance WA**

- Local St John Ambulance subcentre is building resources for the upcoming holiday season.
- St John Ambulance WA is undergoing a major organizational restructure.
- Emergency Management exercise anticipated for the new year.

**8.5 Commander Bremer Bay Volunteer Marine Rescue – Jason Willcocks**

- VMR has welcomed a great number of new members.
- VMR truck expected back in Bremer Bay within the next fortnight.
- Reporting issues with network services, resulting in delayed response to incidents as WhatsApp messages were not delivered on time

**8.6 Community Preparedness Advisor – Melanie Haymont, Department of Fire and Emergency Services**

- Notification of community workshop to be held in Bremer Bay on 10 December 2024.

**8.7 Deputy Chief Executive Officer – Charmaine Solomon, Shire of Jerramungup**

- Update on asbestos incident along Meechi Road.

**Action: Charmaine Solomon to provide map showing the location of contaminated pit to local bushfire brigades.**

**8.8 Incident Specialist - Andy Boutell, Telstra**

- Provided presentation on Telstra Network and how Telstra responds to emergencies. Please see PowerPoint presentation attached to the minutes.
- Pointed out importance of back up plan should phone network or power fail during an incident.

**8.9 A/Director of Nursing – Sam Wydlheart, WACHS**

- Anticipating workforce shortages and need to move staff between three different nursing posts to ensure service delivery as best as possible.
- Instating double staffed nursing post in Bremer Bay from 16/12 until the end of the school holidays.
- Potential one to two week closure of Jerramungup nursing post over the Christmas week, depending on outcome of recruiting process. To be confirmed.
- Will liaise with St John Ambulance to ensure emergency response is being maintained where possible.
- Informed the group of a workforce strategy being prepared for WACHS.

**8.10 Senior Operations Officer - Matt Prophet, Department of Biodiversity, Conservation and Attractions**

- Escalated to heightened state of readiness for high season. Other than that, business as usual.



**8.11 A/Operation Manager Lower Great Southern District - Gareth Evans, Water Corporation**

- Able to deploy resources from Albany, Narrogin or Katanning.
- Highlighting that water supply cannot be guaranteed during an incident and that Water Corporation staff are not trained emergency personnel.
- Confirming that Jerramungup, Ongerup and Borden all have independent water supply sources.
- Currently monitoring water levels in Jerramungup. The current estimate on earliest date required to commence water carting is April 2025.

**8.12 Research Scientist/ ROS – John Paul Collins, Department of Primary Industries and Regional Development**

- The Polyphagous shot-hole borer (PSHB) is a wood-boring invasive beetle that excavates tunnels in the trunks and branches of trees. PSHB introduces a Fusarium fungus into these tunnels which it cultivates as a food source. In susceptible species, this fungus causes dieback and tree death.
- The invasive PSHB was detected in Western Australia in August 2021. Currently, PSHB has not been detected outside of the Perth metropolitan area.
- The Quarantine Area was extended on 6 September 2024 to cover the entire Perth Metropolitan area, extending across 30 local government areas.
- The quarantine area comprises of two zones, zone A and zone B. Zone A being subject to a high number of infested trees with invasive control actions being carried out. Zone B being under strict surveillance.
- DPIRD working closely together with timber processing companies and suppliers such as Bunnings.

**8.13 District Officer GS Region – Stephen Petersen, Department of Fire and Emergency Services**

- Emergency WA app is still being developed. No date for release to public set as yet.
- DFES Alerts and Warnings training to be held in Ravensthorpe on 11 December 2024.
- Informed that state level recovery coordination and governance agreement is undergoing review.
- Proposed an Incident Support Group training exercise to be conducted at the next LEMC meeting. All in agreement.

**8.14 Shire President – Joanne Iffla, Shire of Jerramungup**

- Thanked everyone for their preparedness and support.
- Acknowledged phone network issues experienced within the Shire.

**9.0 NEXT MEETING**

The next LEMC meeting is to be held Monday, 10 March 2025 at the Jerramungup Community Resource Centre.

**10.0 CLOSURE OF MEETING**

The Chair closed the meeting at 13:18.