

Local Emergency Management Committee

Combined;

Shire of Kent



Shire of Katanning



Shire of Woodanilling



MINUTES

Wednesday 07 August 2024

Shire of Kent Council Chambers,

24-26 Richmond Street, Nyabing

2 pm

Partner Local Governments, Supporting Agencies, Committee and Community delegates invited to attend the combined Local Emergency Management Committee meeting as noted above.

Local Emergency Management Committee

MINUTES

Date 07 August 2024
Location Shire of Kent Council Chambers, Kent
Time 2:00pm
Videoconference link: Made Available

39. *Functions of local emergency management committees*

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.*
- (b) *to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

The hosting Local Government CEO or delegate shall preside over the meeting.

1. Opening and Welcome

The presiding member declared the meeting open at 2:00 pm.

"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."

2. Attendance and Apologies

Attendees:

- David Rudd – OIC Katanning Police
- Tina Jones – Director of Nursing Central Great Southern
- Ryan Sutherland – CESM Shire of Kent
- Michaela Crosby – MC Shire of Kent
- Paul Hanlon – CEO Shire of Woodanilling
- Cindy Pearce – CESM Shire of Katanning and Woodanilling
- Kristy D'Aprile – Shire President Shire of Katanning
- Ethan Giacomel – DBCA
- John Paul Collins – DPIRD
- Paul Bottcher – Katanning Senior High School
- Tony Peplow - Water Corporation
- Anika Keeling - Acting AO DFES Narrogin

- Dale Douglas - Shire President Shire of Woodanilling
- Vivienne Gardener – Regional Coordinator Department of Communities

Apologies:

- Phil Burgess – Shire of Woodanilling
- Craig Andrew – ARC Infrastructure
- Brett Drew – Western Power
- Charlotte Powis – DFES
- Derek Jones – DFES
- Mitch Davies – DBCA
- Kate Hawley – Pingrup Primary School
- Andrew Duffield - Main Roads
- Mitchell Walker – Woodanilling Primary School
- Hanna Wilson – Shire of Woodanilling
- Christie Smith – CEO Shire of Kent
- Peter Klein – CEO Shire of Katanning
- Sharon Austin – Department of Communities
- Kiera Van Der Wal – Katanning Primary School

Minute Taker: Jess Browne, Shire of Kent

3. Disclosure of Interests

Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the chairperson prior to the meeting to determine the appropriate way to manage the conflict.

Nil Received

4. Guest Presentations

4.1. Nil

5. Confirmation of the minutes

That the Minutes of the Local Emergency Management Committee Meeting held on Wednesday 08 May 2024 in Woodanilling be confirmed as a true record of proceedings.

Moved: Paul Hanlon

Seconded: Cindy Pearce

6. Review of Action list and business arising

Item	Owner	Status
Katanning Airstrip Emergency Plan Review update from exercise held last year.	Richard Bralich	In Progress - To be presented at the October 2024 Meeting – C. Pearce.

7. Correspondence

7.1 Correspondence In

- Nil

7.2 Correspondence Out

- 20/5 Minutes from previous meeting including Woodanilling Risk Schedule for STORM.
- 30/5 WALGA Free Financial Counselling for rate payers.
- 31/5 Emergency Services Weather Briefing circulated to LEMC Committee

7.3 Information tabled.

- Nil

8. Review of LEMC membership and contact list updates

- Sonia Brooker – To provide updated Email Contacts
- Kent St John Ambulance – To provide updated Email Contacts
- Katanning Senior High School – To provide updated Email Contacts

9. Local Emergency Management (standing items)

6.1 Post Incident Reports – discussion and note any outcomes to be actioned.

Nil

6.2 Post Exercise Reports – discussion and note any outcomes to be actioned.

Nil

6.3 Exercise – discuss objectives (what needs to be achieved) and dates.

Nil

6.4 Review Local Emergency Management Arrangements – updates as required.

Request from C. Pearce to Department of Communities:

- Provide an update of the Local Emergency Relief and Support Plan to LEMC

6.5 Risk management update – monitor and review, emerging risks, mitigation.

Nil

6.6 Review LEMC business plan – monitor progress

Discussion presented by C. Pearce:

- Advised that there is no current Business Plan in place.
- Currently has access to a simple document that can be made available and tabled at the next meeting.
- Shire of Katanning & Shire of Woodanilling LEMA are not due for review until December 2026 as they were ratified in 2021

10. Agenda Items

10.1 CESM Katanning/WD: Shire of Katanning Risk Project – STORM, see attached Schedule for discussion at this meeting.

- Hardcopy presented.
- Presented by C. Pearce – Items discussed, to be revised and presented at next meeting.

10.2 CESM Katanning/WD: Shire of Woodanilling Risk Project for Storm has been completed the next meeting we will be working through “FIRE”.

11. Agency/Member Reports

Paul Hanlon CEO Woodanilling

- Submission of Bushfire Mitigation Plans awaiting feedback.
- Once compliant, will apply for Mitigation Funding.

Sonia Brooker – St Johns Community Paramedic

- Fencing Project completed by Shire of Kent at Nyabing Sub Centre
- Uniform changes across St Johns, in place by January 2025
- New Vehicles issued to Community Paramedics taking place

Ethan Giacomet – DBCA

- Pre-Season Training underway
- Water Bombing Maintenance across 9 Station to take place
- Experiencing staff shortages across the Department

Cindy Pearce - CEM Shire of Katanning and Woodanilling

Shire of Katanning

- The annual funding round to DFES was successful with \$210,000 approved to upgrade the current Katanning Central Bushfire shed. The upgrade will include toilets, small training room and kitchen.
- A high season light tanker appliance has again been applied for, for this coming high threat period.
- The Annual Fuel Management Activities survey has been submitted to OBRM.
- The LEMC Annual Report has been submitted to the SEMC.
- Rural Fire Awareness Training has been scheduled for 3 Sept and is being held in Katanning.
- WEARN Radio training will be taking place 30 October at Katanning Central.
- Bushfire Risk Mitigation Plan 2024-2026 has been endorsed by OBRMS, which now means funding can be applied for through the State to conduct mitigation works on Shire tenure. Several Shires are looking at together employing a Bushfire Risk Mitigation Coordinator to manage these works.

Shire of Woodanilling

- The LEMC Annual Report has been submitted to the SEMC.
- The Shire was not successful in the annual DFES funding round for additional appliances for the Beaufort River area due to the increasing infrastructure and the movements on the Albany Hwy, though have requested a light tanker for the high treat period for the Albany Hwy area.
- The Brigades pre-season Breakfast has been scheduled for the 16 October.

Vivienne Gardener – Regional Coordinator Department of Communities

Regional Relief and Support Officer – Great Southern

- Vivienne Gardiner commenced as the Regional Relief and Support Officer – Great Southern in July 2024. Vivienne is based in Albany and her contact details are: 0403 906 639 or vivienne.gardiner@communities.wa.gov.au
- Vivienne is currently updating the contact information in the Local Emergency Relief and Support Plans (LERS). If there are any updates you wish to be included please contact her.
- The audits of the Primary Evacuation Centres for each Shire will be reviewed prior to the high threat period later in 2024.

Regional Relief and Support Officer – Great Southern

- The Emergency Evacuation Centre Training is currently being revised. Please also advise Vivienne Gardiner if you require training. Whenever possible, training will be held in the designated evacuation centres to provide hands-on experience.

In an emergency, please contact the Emergency Relief and Support On-Call number:

0418 943 835

David Rudd – OIC Katanning Police

- Katanning Precinct going well previously experienced staff shortages, this has been alleviated in this period.
- Currently experiencing increase of copper related theft incidents through the Great Southern Region.
- Increased in Road Related Incidents, major cause being Fatigue and Speed, although typical seasonal changes of winter driving conditions – darker days and wet roads.
- Perception Funding – plans to increase visual presence on roads. This includes Contact, being Pullovers and Notifying, to reinforce regulations.
- WAPOL 950 Program – Plans to increase Police Officer personnel, this will allow for more regional Police Officers, however regions are restricted by Housing opportunities. Request for David Rudd to meet with Shire of Katanning President Kristy D’Aprile and include Shire of Woodanilling to share plans.
- Generally there is an increase focus on methamphetamine coming into the community, Police Officers are dispatched between Kojonup, Tambellu and Gnowangerup which hampers local efforts.
- At a local level there is an increased road presence and focus upon drugs.

Paul Bottcher –A/Principal Katanning Senior High School

- Completing a short relief stint at KSHS, plans are in place for the role replacement
- KSHS have been working to align the absentee tracking processes and compliance have found inaccuracies across the Departments
- Wheatbelt Region have done work in this space to create change
- Visits to regions have identified shortfalls and gaps of enrolments from Primary Graduates to High School Intakes.
- Programs such as ‘Follow your Dreams’ and others are in place to assist

John Paul Collins – DPIRD

- Continued monitoring/surveying efforts of Pests – Polyphagous shot-hole borer, Q Fly, Varroa mite,
- Continued overseas watch for HFM, Lumpy Skin Disease etc.
- Overcame recent issue with current DPIRD facility, due to asbestos issues; now operating out of Claremont Showgrounds.

Ryan Sutherland – CESM Shire of Kent, Lake Grace & Dumbleyung

- New to the Role of CESM across the three Local Governments

- Currently overseeing approx. 200 Volunteers for Kent
- Training to be rolled out in September
- Approx 25 Volunteers require training in the Rural Fire Awareness Course
- Liaising with DFES to obtain a High Season Appliance
- LEM Annual Report has been submitted to the District Emergency Management Advisor.
- AWARE Application has been submitted to seek Recovery Co-ordination Training
- Agenda Items for discussion include Shire of Kent's place with the Shire of Katanning and Shire of Woodanilling's current joint LEMA & LEMC. Pending Council approval, Kent seek to enter arrangements with Shire of Lake Grace and Shire of Dumbleyung which will align the CESM role.

Anika Keeling – Acting AO DFES Narrogin

- Emailed report:



Government of **Western Australia**
Department of **Fire & Emergency Services**



Woodanilling LEMC Report

07 August 2024

SUMMARY

- Some of the DFES staff and volunteers have been deployed to Canada to assist with their fires this season.
- Upper Great Southern are low on staffing the regional office, with illnesses and development opportunities I will assist as best as possible and still learning the role.
- ROAC is scheduled for the 12th September for the Upper Great Southern region, the agenda will be sent out soon.
- WAFES is coming up and look forward to seeing many volunteers attending.

Key Learnings/ Considerations

Three areas of learning for us as an LEMC to consider post this season

- **Safety** – There was a tragic incident resulting in loss of life in Esperance and in our own region several injuries. The importance of good training, PPE and safe practise to keep all responders safe is continued to be significant.
- **Weather Event – Power disruption** – there was a significant event earlier this year that caused us to consider emergency communications and their importance when power and comms are lost for long period of time and how that plays on service delivery.
- **Fire Risk season continues**: It is probable that April 2024 is hotter than normal, and likely that it is drier than normal based on seasonal outlook even though we have had some patches of rainfall in the UGSR.

Other Bushfire Statistics of interest

- DFES' aerial fleet has flown more than 1640 hours across 152 incidents, dropping 12,262,946 litres of water and retardant on firegrounds.
- Large Air Tankers have flown 74 hours and dropped 856,372 litres of water and retardant on firegrounds this season.

STORM PREPAREDNESS CAMPAIGN LAUNCHING

June's monthly topic is: **Smoke Alarm Safety**.

You may also find the following resources and tools useful if you would like to engage further with your community around: **Smoke Alarm safety**.

- Department of Mines, Industry Regulation and Safety factsheet - Smoke alarm laws for existing dwellings (attached)
- Importance of Smoke Alarms You Tube Video
<https://youtu.be/lpTHqBRhHcl?si=qwQUwqoMXOYAcXpF>



Government of Western Australia
Department of Fire & Emergency Services



Woodanilling LEMC Report

07 August 2024

- Home Fire Escape Plan – Family (attached)
- Home Fire Safety Brochure (attached)
- DFES webpage [Smoke alarms](#)

New Translated Resources!

Did you know DFES now has translated resources available in 20 languages? With safety videos in 10 different languages, including Auslan! These cover a range of hazards including bushfires, storms, home fire safety and emergency information. We are also adding magnets soon for volunteers and community to order via the [publications page](#) on our website.

Check out the [new translated resources here](#) or select the Languages icon on the banner across the header of the DFES webpage.

Recent incidents within the Region

There have been a number of recent incidents within the region for note of the LEMC and consideration to agency response and preparedness.

- **Severe Weather Event** – as discussed previously the need for alternate communications and power options is essential.
- **Structure fires** of which we have had two concerns.
 - Fires lit for the first time of the year (working smoke alarms are essential)
 - Li-ion batteries both involved in fires and as a source of due to Thermal runaway. Thermal runaway is when the Li-ion cell enters an uncontrollable, self-heating state and is one of the primary risks related to Li-ion batteries.

Another great source of information for agencies to this hazard is: <https://www.evfiresafe.com/>

Gavin is covering District Officer Narrogin, and I am backfilling his role. I am contactable on the AOEast@dfes.wa.gov.au email and my mobile number is listed below.

Many thanks,

Anika Keeling

A/Area Officer Narrogin

0429 662 904

Kristy D'Aprile Shire of Katanning President

- Across the Katanning Shire they note the increase in Anti-Social behavior and increase in drug related incidents.
- EYP Funding works to assist in the development within Katanning for:
 - Domestic Violence Refuge.
 - Men's Behaviour Program.
- Work is being done in different spaces in Katanning to obtain more resources in these areas

Derek Jones – District Officer Rural (Great Southern)

Katanning, Kent and Woodanilling – LEMC August 2024

DFES Report

1. Regional Update

- Regional staff has provided staff and volunteers to Canada
- Requests have also been received for further Canada and USA deployments.
- Other staff undertaking normal 'off-season' preparations, training, skill development, seasonal exercises and preparing for next season.
- Like most occupations/professions there is no quiet period anymore.
- Hosting fourth Leaders Forum this coming weekend 10/11 August for leaders of all units and BFBs in Great Southern. Opportunity to work with leaders of volunteer response groups across the region. This year, for first time, CBFCOs are invited – approx. 50% able to attend.

2. National Warning System – Rolled out nationally 15th July.

- All natural hazards now the same format.
- Sees consistency of colours, levels and now also includes clear action statements.
- Public information and warnings becoming more and more important.
- Now a key responsibilities of incident controllers.
- Emergency WA refreshed to reflect national warning system.

12. General Business

12.1.1. Location of pay phones map in townsites to be included in LEMA. – CESM Katg/WD – Completed.

12.2. CESM Kent: Shire of Kent Local Emergency Management Arrangement and LEMC:

Discussed as tabled

Additional information will be made available upon Council recommendation and presented ahead of the October Meeting.

12.2.1. Situation: Until 2021, the Shires of Katanning, Kent and Woodanilling operated a joint LEMA. On 21 April 2021, the Shire of Kent Council endorsed an independent LEMA at an ordinary council meeting (Resolution OCM2021/098). Reflecting a common intent, the Shire of Woodanilling and Shire of Katanning, also prepared independent LEMAs “to separate into individual shires” in August 2021 (Shire of Katanning, LEMA, p. 8).

12.2.2. It is unclear whether the Shire of Kent’s LEMA endorsed by Council (Resolution OCM2021/098) was also subsequently endorsed by the District and State Emergency Management Committees. The State Emergency Management Committee have recorded that a LEMA for the Shire of Kent is due for an entire review on 03 December 2026. However, the validity of the document endorsed by Council is under review.

12.2.3. Actions: With support from the District Emergency Management Advisor, the Shire of Kent LEMA is under review to assess the currency and validity of its contents. Amendment of the document has been planned for 2025. This may occur concurrently with entire reviews of LEMA documents at the Shire of Lake Grace and Shire of Dumbleyung.

12.2.4. Planning: A proposal to form a joint LEMA between Lake Grace, Dumbleyung and Kent Shires has been made to the CEOs of the respective Shires. Additionally, the proposal

seeks to amalgamate LEMCs between the Shires of Kent, Dumbleyung and Lake Grace. In principle support has been received. The proposal seeks to standardise emergency management planning between the Shires on the basis that the Shires share notable similarities in demographics, environment, industry, emergency capability and risk. An agenda item has been provided to the Councils for the Shire of Kent, Dumbleyung and Lake Grace seeking approval for the proposal. The respective Councils are yet to deliberate on this matter.

- 12.2.5. Commentary: Via a Memorandum of Understanding, the Shire of Kent is member to a Community Emergency Services Manager (CESM) program with the Shire of Dumbleyung and Shire of Lake Grace, as well as the Department of Fire and Emergency Services. In lieu of operating an independent LEMA and LEMC meetings, the Kent CESM proposes that the Shire of Kent join with the Shire of Dumbleyung and Shire of Lake Grace to operate a joint LEMA and joint LEMC meetings to reflect the common intent of the existing CESM program.

13. Next Meeting

LEMC calendar

Proposed calendar dates for LEMC 2024

Date	Activity	Venue	Comment
06 March 2024	LEMC Meeting	Woodanilling	Date changed 7 Feb at Katanning
08 May 2024	LEMC Meeting	Katanning	Complete
07 August 2024	LEMC Meeting	Kent	Complete
30 October 2024	LEMC Meeting	Woodanilling	Planned

14. Meeting Closure

The meeting was declared closed at 3:04pm.