



Shire of
Plantagenet

Mount Barker • Kendenup • Narrikup
Porongurup • Rocky Gully

LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

**A meeting of the Local Emergency Management Committee
was held in the Committee Room,
Lowood Road, Mount Barker WA 6324
at 10:00am on Thursday 5 December 2024**

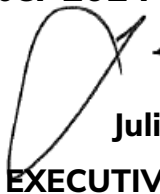

**Julian Murphy
CHIEF EXECUTIVE OFFICER**



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Presiding Member **Cr Jon Oldfield**

Deputy Presiding Member **Sgt David Swain**

Membership Quorum (9)

| | |
|-------------------|--|
| Cr J Oldfield | Council Representative |
| Cr W Sheard | Council Representative (Deputy Representative) |
| Mr K Hemmings | Executive Manager Works and Services |
| Mr M Barnes | Community Emergency Services Manager |
| Ms K Wise | Principal Environmental Health Officer |
| Mr J Rutter | Ranger |
| Sgt D Swain | Officer in Charge, WA Police, Mount Barker |
| Ms N Rouse | Department of Biodiversity Conservation & Attractions - West |
| Mr V Hilder | Department of Biodiversity Conservation & Attractions - East |
| Ms S Austin | Acting Emergency Relief and Support Officer, Department of Communities, Great Southern |
| Ms J Hollingworth | Directors of Nursing, Plantagenet District Hospital |
| Ms K Hill | Manager, Regional Intelligence and Adoption, Department of Primary Industries and Regional Development, Great Southern |
| Mr C Walsh | Emergency Services Officer, Red Cross |
| Mr I Mackie | Chief Bush Fire Control Officer |
| Ms K Western | Captain, Volunteers Fire and Rescue Service, Mount Barker |
| Ms K Beidatsch | State Emergency Service, Mount Barker |
| Ms J Williamson | St John Ambulance, Mount Barker |
| Ms C Powis | District Emergency Management Advisory, Department of Fire and Emergency Services |
| Ms A Moir | Mount Barker Community College |

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

10:01am The Presiding Member opened the meeting.

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)Members Present

| | |
|----------------------|---|
| Cr Jon Oldfield | Council Representative |
| Ms Anique West | Mount Barker Community College - Evacuation Centre |
| Ms Jan Williamson | St John Ambulance – Mount Barker |
| Mr Jason Rutter | Shire Ranger |
| Ms Kelly Hill | Department of Primary Industry and Regional Development |
| Mr Andrè Pinto | Executive Manager Regulatory and Development Services |
| Mr Mike Barnes | Community Emergency Services Manager |
| Mr Vince Hilder | Department of Biodiversity Conservation & Attractions – East |
| Sgt David Swain | Mount Barker Police |
| Supt Jodi Miller | Department of Justice – Pardelup Prison |
| Mr Chris Walsh | Red Cross |
| Mr Iain Mackie | Chief Bush Fire Control Officer |
| Ms Vivienne Gardiner | District Emergency Services Officer – Department of Communities |

Staff

| | |
|------------------|--|
| Ms Kellee Wise | Principal Environmental Health Officer |
| Ms Dahna Kleeman | Ranger (Notetaker) |

Observers

| | |
|--------------------|--|
| Mr Nathan Floyd | Department of Justice – Pardelup Prison |
| DO Derek Jones | Department of Fire & Emergency Services |
| Mr D Rae | Paramedic St John Ambulance |
| Mr Ian Foote | Mount Barker State Emergency Services |
| Cr Len Handasyde | Shire President |
| Mr Andrus Budrikis | Regional Manager of Infrastructure for Western Australian Country Health Service (WACHS) |

Apologies

| | |
|----------------------|--|
| Ms Nikki Rouse | Department of Biodiversity Conservation & Attractions – West |
| Ms Kristen Beidatsch | State Emergency Service, Mount Barker |
| Ms Charlotte Powis | District Emergency Management Advisor, Department of Fire and Emergency Services |

| | |
|-----------------------|--|
| Ms Heather Fergie | Kendenup Primary School |
| Ms Julie Hollingworth | Department of Health |
| Cr Warren Sheard | Council Representative |
| Mr Shane Howlett | Bush Fire Risk Management Coordinator |
| Ms Victoria Holloway | Bush Fire Risk Management Coordinator |
| Mr Zack Barnes | Mount Barker Volunteer Fire and Rescue |

3 CONFIRMATION OF MINUTES

Moved Mr J Rutter, seconded Mrs K Wise:

That the Minutes of the meeting of the Local Emergency Management Committee, held 5 September 2024 as circulated, be taken as read and adopted as a correct record.

CARRIED

4 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Nil

5 BUSINESS ARISING FROM PREVIOUS MEETING

See attached action sheet.

| OUTSTANDING ACTION SHEET | | | | | | |
|--------------------------|------------------|--|-------------------|---|----------------|---------|
| Item No | Date | Subject | Action Officer | Action | Date Completed | Initial |
| 7.5.1 | 7 September 2023 | Communications tower replacement or repairs. | Cr. Len Handasyde | Bevan Lang that the tower is at end of life and needs to be replaced. He is gauging interest in contributing to its replacement. Cr Handasyde to bring to the attention of Council. | | |
| | 7 December 2023 | | Cr Oldfield | Bevan Lang that the tower is at end of life and needs to be replaced. He is gauging interest in contributing to its replacement. Cr Oldfield to bring to the attention of Council. | | |
| | 6 March 2024 | | | Ongoing | | |
| | 6 June 2024 | | | Ongoing | | |
| | 5 September 2024 | | | Ongoing | | |
| | 5 December 2024 | | | Condition Report underway | | |
| 7.3 | 5 December 2024 | Plantagenet news article | Iain Mackie | Iain to send drafted article to Mike for approval from CEO. | | |
| 7.5.3 | 6 June 2024 | Emergency management for events | Kellee Wise | To compile a list of events and distribute to the LEMC to SJA, Fire Brigades and police. Follow up at each LEMC for further coming events | | |
| | 5 September 2024 | | | Ongoing | | |
| | 5 December 2024 | | | Completed | | |

| OUTSTANDING ACTION SHEET | | | | | | |
|--------------------------|------------------|---------------------------|----------------|---|----------------|---------|
| Item No | Date | Subject | Action Officer | Action | Date Completed | Initial |
| 7.11.1 | 6 June 2024 | Stand Alone Bushfire Plan | Annique West | Send a copy of the stand-alone bushfire plan to the local fire brigades, Narpyn BFB, Middle Ward BFB and Mount Barker Fire and Rescue brigade. | | |
| | 5 September 2024 | | | 2024-2025 Stand-a-lone bush fire plan has been submitted to the education department. | | |
| | 5 December 2024 | | | Copy to be sent to the LG for reference to the LEMC. | | |
| 7.11.2 | 6 June 2024 | Stand Alone Bushfire Plan | Heather Fergie | Send a copy of the stand-alone bushfire plan to the local fire brigade, Kendenup BFB and Mount Barker Fire and Rescue brigade and to the Shire. | | |
| | 5 September 2024 | | | Outstanding | | |
| | 5 December 2024 | | | Outstanding | | |
| 9 | 6 June 2024 | Agency Reports | All Agencies | Reports to be sent into the shire office three weeks prior to the local emergency management committee meeting. | | |
| | 5 September 2024 | | | Ongoing | | |
| | 5 December 2024 | | | Reports need to be sent in three weeks prior to the meeting. | | |

6 STANDARD AGENDA ITEMS

6.1 CONFIRMATION OF CONTACT DETAILS AND KEY STAKE HOLDERS

Sign in sheet provided at the entrance.

6.2 POST MAJOR INCIDENT REPORTS – AGENCIES REPORT

Nil

6.3 LEWIS WINTERS CONSULTANT ENGAGED TO REVIEW LEMA AND LOCAL RECOVERY PLAN

Mr Winters provided an overview of his plans and activities leading up to the March LEMC meeting. Additionally, he will be conducting a workshop following the March LEMC meeting.

ACTION

Calendar invite to be sent to all LEMC members and those involved in Recovery.

6.4 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

Funding has been received and Lewis Winters has been engaged to conduct the review.

Mike proposes that everyone block out the full day of the next LEMC meeting in March to review Lewis's progress, conduct a plan review, and test his work in a workshop that day.

6.5 FUNDING NOMINATIONS AND APPLICATION PROGRESS

LOCAL GOVERNMENT GRANT SCHEME

Local Government Grant Scheme (LGGS) - Fund for Capital Fleet Grants has been received.

LGGS Capital Grant approvals,

- Rocky Gully Fire Shed – new build project underway with various reports requested.
- Woogenellup Fire Shed – new build new build project underway with various reports requested.
- CCTV system for Kendenup BFB – Installed.
- CCTV system for Porongurup BFB Installed.
- 5 x Forward Looking Infra-Red (FLIR) thermal imaging cameras – purchased waiting for installation from the auto electrician.

New Appliances

- Middle Ward brigade 3.4 Urban has arrived.
- Kendenup brigade 3.4 Urban is expected in the next six months.
- SES general rescue Ute is expected to arrive around March.
- Rocky Gully 4.4 approved to replace their current appliance and is now on the build program listing.

Future applications for the State Emergency Service build will be applied for in the next round of LGGS funding. Land has now been sorted out and progression is steady.

Projects

Woogenellup Shed

- Council have signed off the re-vesting request.
- Staff progressing with the re-vesting item with DPLH.
- Indicative location agreed.
- Application for water tank in process of being lodged with DWER.
- Feature survey commissioned, awaiting supply.
- Western Power connection application ready to be issued on receipt of feature survey.
- Indicative floor plan discussed with brigade.

Rocky Gully

- Council have signed off the re-vesting request.
- Staff progressing with the re-vesting item with DPLH.
- Indicative location agreed.
- Application for water tank progressing with DWER. Plan to utilise WaterCorp Dam and pump into water tank adjacent to shed.
- DWER clearing referral lodged. Discussion with DWER and progressing on the understanding that the shed and tank are exempt from clearing regulations.
- Feature survey commissioned, awaiting supply.
- Western Power connection application ready to be issued on receipt of feature survey.
- Indicative floor plan discussed with brigade and agreed.

State Emergency Build

Undergoing the site investigation to lock in a location to move forward.

6.6 ISSUES FROM THE DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

Nil

7 AGENCY REPORTS

7.1 SHIRE OF PLANTAGENET

7.1.1 COMMUNITY EMERGENCY SERVICES MANAGER

A comprehensive training session has just wound up and has enabled more volunteers to progress their training career and advance bushfire safety of our members.

The training is aimed to equip participants with essential knowledge, practical skills and safety measures required to handle bushfire emergencies, structure fires and mobile fires effectively.

The training sessions were highly successful with great participation. Skills refresher sessions have been held at brigade unit level again with great participation. This covered of the Burnover procedures with all of the crew protection functions and pump operations. The practical exercises were particularly well-received, providing valuable hands-on experience in a controlled environment.

Continued training and community engagement will further enhance preparedness and resilience against fire-related emergencies.

Training completed in the last twelve months

- Off Road Drivers Course x 2
- Rural Fire Awareness Course x 3
- Bushfire Safety Awareness Course x 3
- Fire Fighting Skills Course x 3
- Structural Fire Fighting Skills Course x 2
- Fire Weather One x 1
- Mental Health First Aid Refresher x 1
- Sector Commander Course x 1
- Crew Leader x 1
- Advanced Bushfire x 1
- Skills Refresher x 2
- Ropes and Ladders Module x 2

22 in Total

Course being planned for next year,

- Bushfire Safety Awareness x 2
- Fire Fighter Skills x 2
- Structure Fire Course
- Machine Supervision
- Ground Controller
- Fire Line Leadership
- Off Road Driving
- Plantation Fire Fighting
- Advanced Bushfire Fighting
- Crew Leader
- Casualty Transfer Systems
- Manage Injuries
- Pump Operations
- Ground Controller
- Fire Control Officer

17 in Total

Burns conducted

- O'Neil Tip x 1
- Kendenup Tip x1
- Narrikup East of the rail line and around the cricket grounds.

3 in Total

Burns Planned

- Langton Road – Mondurup Reserve western side
- Narrikup east of town
- Spring Road x Chester Pass – Western block. (Eastern Block 12 months later)
- Plus, a couple of others yet to be decided and prescriptions prepared.

7.1.2 RANGER

Calicivirus was released early in October preliminary results are showing a 50% reduction of Rabbit numbers at release sites.

As expected, Plantagenet district has reasonable immunity to the virus.

A different virus strain has been sort and the Shire plan to release in the 2025.

ACTION

Ranger to update at the next meeting on the continuation of the Calicivirus new strain.

7.1.3 BUSH FIRE RISK MITIGATION COORDINATOR.

Apology

7.1.4 HEALTH

1. Public Building inspection of the Mt Barker evacuation centre conducted during the last week of October 2024

Issue identified

Lack of kitchen for the provision of food on site

Potential solutions

- a) Approach could be made to the owners/managers of the CRC to request use of their commercial kitchen, and to local food business owners who have the appropriate risk rated food business registration and Food Safety Supervisor training to run the CRC kitchen in the event the evacuation centre is activated.

Transport of food for immediate consumption would fall well within the 2 hours / 4-hour rule meaning the food won't be out of temperature long enough to become unsafe to eat.

- o Refrigerated storage in the form of mobile cool rooms at the evac centre can be used to store pre-packaged foods.

The customer service desk could potentially be used for food service.

- b) Approach could be made to local food business owners to see if they'd like to be on a call list for the provision of food, through their business e.g. cafes, pub, caterers, mobile food vans.

This could also work for the provision of food to staff in the event of a protracted incident.

Issues identified

Lack of available private spaces for use by those who require it e.g. women from CALD community, those with sensory processing sensitivities, Dept. Communities referrals quiet spaces.

Potential solution

The large main open area of the centre is bordered by a few fully enclosed and spacious glass fronted areas e.g. squash court, weights room, cardio room. The installation of screens/blinds that can be pulled down when the centre is activated will result in these becoming private spaces.

Attended the DFES CLU (Community Leason Unit) training as an observer on 4 November. I'd like to thank our CESM Mike Barnes, and Charlotte and Mel from DFES for advocating for building the capacity of local government and staff to being able to provide support to emergency services if called upon.

7.2 WA POLICE FORCE

Over the next few months Mount Barker Police Station will have a few officers' off on Annual Leave rotating during the school holidays. We will also be assisting Cranbrook Police Station as they have one officer on light duties.

Mount Barker Police & Albany Police assisted with initial road closures for a fire in Narrikup.

Are any agencies having issues with communication post the closure of the 3G phone towers?

WA Police have already seen some issues with coverage and I believe this will affect more. It may be prudent to add this issue to any exercises in the near future, as we have seen similar issues in the Goldfields earlier in the year.

As a result, Starlink is being fitted to all vehicles and at the back the station for back up.

29 October 2024 - One finding in relation to the incident is that when Police resources are requested for road closures, we need to complete the request form identifying which powers are to be utilised as a matter of priority.

This aids officers in having clear direction as to how the Roadblocks are to work. I am happy to speak with all the relevant Fire Authorities to run through the documents prior to the upcoming fire season.

ACTION

Sent through a copy of the blank request form document to the Shire.

7.3 BUSH FIRE BRIGADES

Attachment One

7.4 MOUNT BARKER VOLUNTEER FIRE AND RESCUE

Apology

7.5 ST JOHN AMBULANCE

7.5.1 COMMUNITY PARAMEDIC

Meeting operational requirements while also providing support to Cranbrook, Kojonup, and Katanning mainly with interhospital transfers. Rocky Gully's meeting requirements also assisting the Frankland River area.

Two new clinical volunteers for Mount Barker.

Completed a restructure in November, now considered a district instead of a region. The former Region Manager Tony Melia is not the District Manager and will remain in the area and there are two District Operation Leaders that sit under Tony and are available 7 days a week. No change the Community Paramedic role.

Suggestion put to MBVFR to have a Motor Vehicle Accident (MVA) extraction scenario be run in February 2025.

7.5.2 MOUNT BARKER SUB-CENTRE

All public access AEDs have been checked, with pads and batteries updated. Some AED storage boxes are sun-faded, making instructions hard to read; this issue is being addressed. The Sub-Centres Admin Officer is contacting private AED holders to ensure regular checks of pads and batteries.

Renovations are underway at the Mount Barker sub-centre, and an ablution block is being added to the Kendenup shed, with plans for tender in January.

The region is facing issues with the shutdown of the 3G network, and phone boosters have been installed in all ambulances. Additionally, plans are being explored to mount Starlink units on Community Paramedic vehicles.

7.5.3 ROCKY GULLY SUB-CENTRE

Apology

7.6 STATE EMERGENCY SERVICE

We are still waiting for the new vehicle.
Working on getting more volunteers licensed to drive the truck.
Currently, four volunteers are licensed, but only two are typically available currently due to other commitments.

7.7 DEPARTMENT OF FIRE & EMERGENCY SERVICES

7.7.1 DISTRICT OFFICER

Attachment Four

7.7.2 DISTRICT EMERGENCY MANAGEMENT ADVISOR (DEMA)

Attachment Two

7.7.3 COMMUNITY PREPAREDNESS ADVISOR

Apology

7.8 PLANTAGENET / CRANBROOK HEALTH SERVICE

Apology

7.9 DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT

A reminder to all, DPIRD look after plant and animal biosecurity. There are currently five level 2 incidents ongoing statewide, including the Polly Vacher Shot Hole Borer and a new Queensland Fruit Fly detection, with an incident declared this week in the metro area.

In our region, European Wasps were detected last year in the Napier and McKail areas. The inspector is back in the field, setting and checking traps, but so far, no positive detections have been found.

My Pest Guide Reporter app 

- Allows anyone with a smart phone to take a photo & report a pest (plant or animal)
- This is how the European Wasp was found in Albany last year
- Free to download for both iPhones and Androids
- Here's the link for more information (keep scrolling, it's a long page), including links to download the app - [MyPestGuide Reporter | Agriculture and Food - https://www.agric.wa.gov.au/pests-weeds-diseases/mypestguide](https://www.agric.wa.gov.au/pests-weeds-diseases/mypestguide)

Soil moisture levels are low. Crops are looking promising so far this season.

All weather stations were upgraded prior to the shutdown of the 3G network. The weather station network is now accessible through the Service WA app, which also features the useful Shark Smart information.

7.10 DEPARTMENT OF BIODIVERSITY CONSERVATIONS AND ATTRACTIONS

7.10.1 ALBANY DISTRICT

Attachment Five

7.10.2 FRANKLAND DISTRICT

Apology

7.11 EDUCATION DEPARTMENT

7.11.1 MBCC AND EVACUATION CENTRE

We have been reviewing and updating our Stand-Alone Bushfire Plan for the college.

Sarah Conlin, DFES Bushfire Risk Management Liaison Officer, assisted in identifying a "suitable alternative site" at the college for shelter in the event of a bushfire.

Our current evacuation point is the Rec Centre. However, in a bushfire scenario, the Rec Centre presents concerns with the louvers – ongoing issue for years have previously been attended to however the internal mechanisms are inaccessible and would not seal sufficiently even if working as they should.

We have identified A Block as a potential alternative evacuation site. A Block is better sealed against smoke, has an internal toilet, and includes a kitchen, making it a more viable option for bushfire shelter. Alternatively, the college may need to designate several SBLs rather than just one.

Since the Rec Centre also serves as the town's designated evacuation point, it may be necessary to address the louvers and improve its smoke sealing to ensure smoke can't get in.

How would it be managed if the community and the school where both to use the Rec Centre at the same time?

Mrs Gardener – Department of Communities would set up the evacuation centre for an incident that is far removed from the centre. If

shelter in place is required, then any evacuation of residents would be to a different centre well away from the incident i.e. if there was an incident in Barker then all evacuees would be requested to go to the Albany Lesure and Aquatic Centre (ALAC). The rec centre would then be available to the college for shelter in place or as a terminus for the buses to evacuate the students as per their Bushfire Plan.

7.11.2 KENDENUP PRIMARY SCHOOL

Apology

7.12 DEPARTMENT OF COMMUNITIES

Attachment Six

Mrs K Wise – Regarding Pardelup's ability to provide food for an evacuation centre,

Mrs Wise previously attended Department of Communities training, which emphasized that any entity supplying food to the community must be appropriately registered under the Food Act for that activity.

Whilst Pardelup is a registered food business with a HACCP plan, they would need to be specifically registered for food transport (i.e., taking food off-site) in order to provide food to an evacuation centre. Without this registration, the Department of Communities will not permit the provision of food.

7.13 RED CROSS

Attachment Three

Nothing operational to report

7.14 PARDELUP PRISON

Rural Fire Awareness training conducted by Mike Barnes and Derek Jones on 7 November 2024 – 44 staff and participants.

A bushfire exercise was conducted on December 2, 2024, focusing on weekend coverage, as staffing levels are reduced during weekends. The senior management team is approximately an hour away, and there is a two-hour response time for staff from Albany Regional Prison if needed. The exercise also tested bus services from Manjimup, Albany, and Mount Barker, with response times ranging from a couple of hours, except for Mount Barker, which could respond in 25 minutes. The plan would be to not to evacuate Pardelup if avoidable, though still needed to test those services.

Pardelup was recently called upon to assist with fire mop-up operations, and a crew has been approved for external activities. However, it is important to

note that we do not want to set the expectation that the crew will be available to assist every time.

Additionally, Pardelup can't compete with any local business to supply food, there will also be a charge for the meals. Initial capacity is 100 meals and if there is a protracted incident then that could be increased.

Have 12 men at Walpole that assist with refilling the water bombers

7.15 OTHERS

Nil

8 EXERCISE INFORMATION

8.1 EXERCISE

An exercise will be conducted on the day of the March LEMC meeting.

8.2 POST EXERCISE REPORT

Any agencies to report on exercises conducted. Lessons learned.

9 GENERAL BUSINESS

Mr M Barnes – Been in contact with Lyndon Jackson, State Cache coordinator for DFES, looking into getting 6 hot boxed for food transport for our area which will be stored at the SES remote State Cashe in Mount Barker

Andrus Budrikis introduced himself – Regional Manager of Infrastructure for WACHS Great Southern. Came along to familiarise himself with the group in case of an incident.

10 NEXT MEETING

Meeting dates are as follows.

- Thursday 6 March 2025
- Thursday 5 June 2025

11 CLOSURE OF MEETING

11:33 am The Presiding Member declared the meeting closed

CONFIRMED: PRESIDING MEMBER _____ **DATE:** ___/___/___

12 ATTACHMENT LIST

Attachment One

CBFCO report

Attachment Two

District Emergency Management Advisor report

Attachment Three

Australian Red Cross report

Attachment Four

Department of Fire and Emergency Service – District Officer Report

Attachment Five

Department of Biodiversity Conservations and Attractions – Albany District report

Attachment Six

Department of Communities report

13 NEW ACTION SHEET

| NEW ACTION SHEET | | | | | | |
|------------------|-----------------|-----------------------------|----------------|--|----------------|---------|
| Item No | Date | Subject | Action Officer | Action | Date Completed | Initial |
| 6.3 | 5 December 2024 | LEMA and Recovery Plans | Ms D Kleemann | Lewis Winters consultant engaged to review LEMA AND LOCAL recovery Plan – Calendar invite to be sent out to all LEMC members and those involved in Recovery. | | |
| 7.1.2 | 5 December 2024 | New strain of Calicivirus | Mr J Rutter | Ranger to update at the next meeting on the continuation of the Calicivirus new strain. | | |
| 7.2 | 5 December 2024 | Request for assistance form | SGT D Swain | Sent through a copy of the blank request for assistance form document to the shire. | | |