



MINUTES

Local Emergency Management
Committee

12 August 2025

SHIRE OF BROOMEHILL-TAMBELLUP

A meeting of the Local Emergency Management Committee was held in the Council Chambers, 46-48 Norrish St, Tambellup on 12 August 2025 commencing at 1.30pm.



Karen Callaghan
Chief Executive Officer

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Minutes of the Local Emergency Management Committee Meeting held in the Council Chambers, 46-48 Norrish St, Tambellup on 12 August 2025.

The Presiding Member, Cr White, declared the meeting open at 1.30pm.

1. ATTENDANCE AND APOLOGIES

Cr Michael White	President, Shire of Broomehill-Tambellup (Chair)
Karen Callaghan	CEO, Shire of Broomehill-Tambellup
Sgt Mark Monaco	Tambellup Police
Trevor Prout	St John Ambulance Tambellup
Roy Parsons	Department of Fire and Emergency Services (DFES)
Vivienne Gardiner	District Emergency Management Advisor
Kelly Trinne	Regional Coordinator Great Southern, Department of Communities (Communities)
Mel Haymont	Community Preparedness Advisor, DFES
Peter Vlahov	Manager of Works, Shire of Broomehill-Tambellup
Cindy Pearce	Community Emergency Services Manager (CESM)
Stephanie Swain	Ranger Services, Shire of Broomehill-Tambellup (via Teams)
Pam Hull	Shire of Broomehill-Tambellup (Minutes)

Apologies

Andrew Brooker	Community Paramedic, St John Ambulance
Debra Bearcroft	Principal, Broomehill Primary School
Michelle Carrington	Primary Health Manager, WA Country Health Service
Cindy Veitch	Principal, Tambellup Primary School

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

2.1 CONFIRMATION OF THE MINUTES OF THE COMMITTEE MEETING HELD 13 MAY 2025

Moved Mark Monaco, seconded Roy Parsons

That the Minutes of the Local Emergency Management Committee Meeting held 13 May 2025 be accepted as a true and correct record.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

4. STANDING ITEMS

4.1 REVIEW OF POST-INCIDENT AND POST-EXERCISE REPORTS

Nil

4.2 REVIEW OF CONTACTS AND RESOURCES

The Committee is required to review the contacts and resources list included in the Local Emergency Management Arrangements (LEMA) 2021.

Agencies should check information for relevance and accuracy. Changes to information can be notified at any time, and amendments will be noted, updated in the LEMA and circulated to the LEMC with minutes of this meeting. Agencies should ensure their respective copies of the LEMA are updated.

Contacts and resources have been updated.

Attachment 4.2.1 CONFIDENTIAL Resource Register

Attachment 4.2.2 CONFIDENTIAL Contacts Register

4.3 RISK REVIEW – RISK TREATMENTS REGISTER

In 2017 and 2018, the Shire undertook a risk assessment of hazards comprising:

- Fire (bushfire)
- Heatwave
- Hazardous materials; and
- Flood

The risk assessment process analysed 194 risk statements across the four hazards. From these risk statements, 75 risks were identified as requiring treatments and 31 required to be considered for treating. A summary of the 75 risk statements with an 'Extreme' or 'High' risk level (requiring treatment) is attached to this agenda for information.

The process of workshopping each risk area commenced, with Fire, to identify possible treatments. The register is included in LEMC agendas as a standard item, to monitor progress towards implementation of strategies. Updates will be noted.

August 2025 update:

- An application has been submitted to the All West Australians Reducing Emergencies (AWARE) 2025/2026 program for funding to assist with the delivery of workshops in 2026 to complete the risk project. The project includes the further development of the Risk Treatments Register.
- The Shire has been awarded approximately \$35,000 from the Mitigation Activity Fund to undertake mitigation works around the Broomehill and Tambellup townsites in 2025/2026.

Action list has been updated.

Attachment 4.3.1 Risk Treatments Register – August 2025

Attachment 4.3.2 Summary Risk Analysis – Extreme and High Risk Level

4.4 BROOMEHILL FIRE DEBRIEF – ACTIONS LIST

Following the debrief of the Broomehill fire on 3 December 2024, the outcomes from the discussion have been compiled into an action list for ongoing review by the relevant agency and close out.

Agencies are requested to provide updates.

August 2025 Update:

The Shire wrote to the District Emergency Management Committee (DEMC) in relation to matters raised through the debrief:

- Difficulty in contacting Main Roads WA to request road closures in an emergency.
- Access of fire response vehicles through a road closure
- Continuation of roadworks during an emergency

The DEMC has provided a response as attached. For discussion and follow up.

Discussion:

- Traffic Controllers are trained to be aware of the vehicle identification stickers.
- The CEO has discussed the matters raised with the Regional Manager, Main Roads WA.

Attachment 4.4.1 Broomehill Fire - 3 December 2024 - Debrief Outcomes Action List

Attachment 4.4.2 Shire correspondence to District Emergency Management Committee - LEMC Review Broomehill Fire December 2024

Attachment 4.4.3 District Emergency Management Committee response – re LEMC Review Broomehill Fire December 2024

5. MATTERS FOR DECISION/DISCUSSION/INFORMATION

5.1 H5 BIRD FLU

The Western Australian Local Government Association (WALGA) recently hosted a webinar about Avian influenza (bird flu). The Australian Government is preparing for a highly contagious strain of bird flu that is not in Australia but has spread quickly across the world.

The webinar included a presentation from the Department of Biodiversity, Conservation and Attractions, which has roles and responsibilities including:

- Playing a collaborative role in managing H5 avian influenza, particularly in relation to wildlife & natural environments within WA.
- Communicating with wildlife stakeholders to raise awareness, including wildlife rehabilitators and other licensees, commercial tour operators and other businesses operating on department-managed lands.
- Developing response strategies for key native species and sites at high risk of impact from H5 avian influenza, including captive populations at Perth Zoo.
- Participating in surveillance under the guidance of the Department of Primary Industries and Regional Development (DPIRD).
- Responding to bird flu outbreaks under the guidance of DPIRD, which may include managing sick or dead birds or mammals and access to department-managed lands.

The City of Albany also presented, with a focus on migratory birds arriving on the City's shorelines and ensuring employees were adequately educated and protected when removing dead birds or mammals from City-managed reserves.

Copies of both presentations are attached for information. The current key messaging is: Avoid, Record and Report (ARR). The following reporting mechanism was provided:



From <https://www.agriculture.gov.au/campaigns/birdflu>

What is bird flu?

Bird flu is a viral disease of birds and is found across the globe. It mainly affects birds, but can also affect other animals, and, on rare occasions, humans.

H5 bird flu, specifically high pathogenicity avian influenza H5N1 clade 2.3.4.4b is a serious and highly contagious strain that has moved quickly around the world. Australia is currently the only continent free from this strain of H5 bird flu.

Wild, farmed and pet birds can catch bird flu. Overseas, other animals have become infected by this strain of H5 bird flu. These were mainly marine mammals and bird-eating scavengers, but cases have been detected in dairy cattle, cats, goats, alpacas and pigs.

A number of human infections of the H5 bird flu strain of concern have been reported overseas. The majority have resulted in mild respiratory symptoms but there have been some severe cases. Most infected people had close contact with infected animals and contaminated environments. The likelihood of humans becoming infected is low as current strains of H5 bird flu circulating overseas do not appear to transmit easily to or between humans.

What we're doing

While bird flu preparedness activities have been a national focus for many years, H5 bird flu has spread quickly across the world through the movement of wild birds.

We are preparing for a possible outbreak of H5 bird flu in Australia and working collaboratively with state and territory governments, industries and the non-government sector to enhance preparedness and national response capabilities.

Overseas outbreaks show that H5 bird flu would have significant impacts on our wildlife and agriculture industry, especially poultry, and communities if it reaches Australia.

First Nations communities may be uniquely impacted, particularly in relation to traditional hunting practices, culturally significant species and land use. Consider sites and species of importance in your local area.

Government actions are focused on preparing for an outbreak and supporting biodiversity, the industries, other sectors and communities that would be affected.

Attachment 5.1.1 DBCA H5 Bird Flu Presentation

Attachment 5.1.2 City of Albany Bird Flu Presentation

For information – no decision required.

6. AGENCY UPDATES

Mel Haymont (Community Preparedness Advisor, DFES):

- Noting the Broomehill Fire Outcomes Action list – can assist with promotion of Emergency Management WA and community preparedness planning.
- The Emergency WA platform will include a new add on – ‘My Emergency Plan’ which will replace ‘My Bushfire Plan’. The timeframe for rollout is not known.
- ‘At Higher Risk’ program: The program offers resources for vulnerable communities (seniors, people living with disability) and agencies working in these areas - <https://www.dfes.wa.gov.au/hazard-information/bushfire/at-risk-communities>
- A range of translated resources are available for use by community members - <https://publications.dfes.wa.gov.au/language>
- A new resource is being developed for local government brigade pre-season meetings. The video resource relates to the experience of Popanyinning farmer Tim Haslam who incurred burns to 38% of his body while responding to a bushfire in 2023. Links will be circulated when they are available.

Peter Vlahov (Manager of Works):

- Road verge weed control has commenced, in particular in the hobby block areas of the Broomehill townsite.
- Fire hazard reduction has been completed at the rubbish tips.
- Grading of strategic firebreaks around the townsites is to commence next week.

Trevor Prout (St John Ambulance Tambellup):

- Business as usual
- Fundraising for new ambulance is ongoing – the next event is the Festival of Small Halls in Tambellup on 25 August 2025.

Cindy Pearce (Community Emergency Services Manager):

- A meeting is to be arranged with Binalup Aboriginal Corporation to discuss proposed cultural burning at the Tambellup Water Reserve.
- The Annual Report on Fuel Management Activities has been submitted to the Office of Bushfire Risk Management.
- Cindy’s contract of employment has been renewed for a further three years.
- The Upper Great Southern regional exercise is to be conducted in Woodanilling on 15 October 2025. Chief and Deputy Bush Fire Control Officers, and other interested people are encouraged to attend.

Pam Hull (Strategic Support and Projects Officer):

- An application has been submitted to the All West Australians Reducing Emergencies (AWARE) program for funding to deliver two risk workshops in 2026. Once complete this will finalise the Shire’s Risk Project.

Sgt Mark Monaco (Tambellup Police):

- Mark is currently working on his own while staff are on leave and will be taking leave in coming weeks. Katanning Police will provide support during this period.
- Has been required to assist with a number of road crashes involving significant trauma and fatalities in neighbouring Shires and applauded the efforts of our volunteer emergency responders attending these incidents.

Kelly Trinne (Department of Communities)

- Public sector reform – noted from 1 July 2025 the Department of Housing (previously under Communities) has become the new Department of Housing and Works (under Department of Finance). The arrangements will have minimal impact

on the provision of emergency accommodation that Communities is responsible for.

- Ongoing support for the Great Southern Storms and Associated Flooding event (March 2025).
- Training opportunities:
 - Introduction to Emergency Management – Albany 15 October 2025
 - Introduction to Disaster Recovery – Albany 16 October 2025

These courses are targeted at government authorities, District Emergency Management Committee members and service providers working in emergency management and disaster recovery in WA. Details will be forwarded to the LEMC with the minutes of this meeting.

- Evacuation Centre audits are ongoing – including a focus on disability access.
- A full report is attached:

Attachment 6.1 Emergency Relief and Support LEMC Report – 1st Quarter 2025/2026

Vivienne Gardiner (District Emergency Management Advisor):

- Confirmed the Albany emergency management courses are open to local governments.
- Advised of internal staff movements at the DFES Great Southern Regional Office.
- Exercises have been conducted in Kulin (Storm event) and Corrigin (Recovery).
- DFES has produced a series of videos about the Disaster Recovery Funding Arrangements for Western Australia (DRFAWA) to help local governments and State agencies understand the basics of how the arrangements work and the different types of assistance that might be available. For more information - <https://dfes.wa.gov.au/resilience-and-recovery-funding/recovery-funding>.
- Noted support is available for community preparedness activities through the DFES Community Preparedness Directorate (Mel Haymont).
- Responses to correspondence from the LEMC has been provided, in relation to the Broomehill Fire and queries regarding stand alone power systems. Relevant contacts have been provided, to be included in the LEMA Contacts list. Contacts for Telstra Emergency Services Liaison Officers (ESLOs) have also been circulated, for support with communications issues, back up power supplies at Telstra sites, 3G issues. These will be included in the LEMA Contacts list.
- The next DEMC meeting coincides with the Pre-Season Forum, to be held on 21/22 October 2025.
- A full report is attached:
Attachment 6.2 District Emergency Management Advisor Report – July to September 2025

Roy Parsons (Department of Fire and Emergency Services):

- Also acknowledged the commitment of emergency service volunteer responders.
- Mitigation works: Burn prescriptions have been approved for sites in Broomehill and Tambellup – to be completed when conditions are suitable. Shire works to manage the fire hazard on townsite Unallocated Crown Land and Unmanaged Reserves are due to commence.
- The Lower Great Southern regional exercise will be held in Ravensthorpe on 8/9 October 2025.
- The water bombers have been approved for the 25/26 harvest, and all internal response positions have been filled.

Stephanie Swain (Ranger Services):

- Changes to the Fire Break Notice for 2025/2026 have been promoted to the community. No community feedback has been received at this time but will continue to promote.

7. GENERAL BUSINESS

Pam Hull: Advised the WALGA Emergency Management Foundations for Local Government course is to be delivered in Tambellup on 26 August 2025, with 20 participants from Shire of Broomehill-Tambellup and surrounding Shires registered.

Trevor Prout: Queried whether Harvest Bans would be broadcast over ABC Radio this year. Cindy Pearce advised she has enquired with ABC but has not had a response.

Peter Vlahov: Asked whether any exercises were planned for this year. Roy Parsons is coordinating an Incident Control Centre workshop planned for 9 September 2025. Viv Gardiner advised she is able to assist with delivery of exercises – to be discussed further and scheduled.

8. NEXT MEETING AND CLOSE

The next meeting is scheduled for November 2025, with the date to be confirmed.

There being no further business, Cr White thanked everyone for their attendance and declared the meeting closed at 2.35pm.