



MINUTES

Local Emergency Management
Committee

15 August 2023

SHIRE OF BROOMEHILL-TAMBELLUP

Minutes of the Local Emergency Management Committee Meeting held in the Tambellup Council Chambers, 46-48 Norrish St, Tambellup on 15 August 2023.

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Minutes of the Local Emergency Management Committee Meeting held in the Tambellup Council Chambers, 46-48 Norrish St, Tambellup on 15 August 2023.

1. ATTENDANCE AND APOLOGIES

Cr Michael White	Chair, Shire of Broomehill-Tambellup
Sgt David Swain	Tambellup Police
Stephanie Swain	Ranger, Shire of Broomehill-Tambellup
Rebekka Polack	Manager, Tambellup Community Resource Centre
Andrew Ferres	Construction Manager, Flat Rocks Wind Farm
Jack Day	Operations Manager, Flat Rocks Wind Farm
Cindy Pearce	Community Emergency Services Manager
Jodie Pollard	District Emergency Services Officer Department of Communities
Cindy Veitch	Principal, Tambellup Primary School
Anthony Middleton	Shire of Broomehill-Tambellup
Pam Hull	Shire of Broomehill-Tambellup (Minutes)

Apologies:

Michelle Carrington	Manager Primary Health, WA Country Health Service
John Paul Collins	Department of Primary Industries and Regional Development
Trevor Prout	Tambellup Sub Centre St John Ambulance

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

2.1 CONFIRMATION OF THE MINUTES OF THE COMMITTEE MEETING HELD 14 FEBRUARY 2023

Moved David Swain, seconded Cindy Veitch

That the Minutes of the Local Emergency Management Committee Meeting of 14 February 2023 be accepted as a true and correct record.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4. MATTERS FOR DECISION

4.1 REVIEW OF POST-INCIDENT AND POST-EXERCISE REPORTS

Land Search and Rescue – Mt Magog (June 2023)

A multi-agency land search was initiated at Mt Magog (Stirling Range) on 5 June 2023, in response to reports of a missing person and the person’s vehicle being found at Mt Magog. The ground search was conducted over a period of four days, involving a range of agencies.

Sgt David Swain has provided a copy of the minutes from the incident de-brief for receipt by the LEMC and on forwarding to the District Emergency Management Committee for noting.

For discussion.

[Attachment 4.1.1 LANDSAR – Mt Magog – June 2023 De-Brief Minutes](#)

COMMITTEE RESOLUTION

Moved Cindy Pearce, seconded Cindy Veitch

That the De-Brief Minutes from LANDSAR – Mt Magog – June 2023 be received and forwarded to the District Emergency Management Committee for noting.

CARRIED

ATTACHMENT NOT FOR CIRCULATION

5. MATTERS FOR DISCUSSION/INFORMATION

5.1 REVIEW OF CONTACTS AND RESOURCES

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

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.

Comment:

- Under 'Fuel ' - remove Tambellup G & T Motors
- Under 'Mechanical'- Tambellup G & T Motors phone number to be amended
- Under 'Mechanical'- add contact details for Wagtail Auto Electrical
- Contacts register – add Emelee Peet (Bushfire Risk Planning Coordinator), Jack Day (Flat Rocks Wind Farm)
- Update Volunteer Bush Fire Brigades contacts 2023/2024

Action: Amendments noted, to be updated in the LEMA.

[Attachment 5.1.1](#) [Resource Register](#)

[Attachment 5.1.2](#) [Contacts Register](#)

ATTACHMENT NOT FOR CIRCULATION

5.2 RISK REVIEW – RISK TREATMENTS REGISTER

In 2017 and 2018 the Shire of Broomehill-Tambellup undertook a risk assessment of hazards likely to impact within the Shire. This included the hazards of.

- 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.

The LEMC has commenced the process of workshopping each risk area, to identify possible treatments. These have been collated into a register which will be updated following each workshop.

The register will be included in LEMC agendas as a standard item, to monitor progress towards implementation of strategies. Agencies should note actions assigned.

Comment: The strategies and progress were discussed, and additional actions added.

Actions: The Risk Register has been updated.

[Attachment 5.2.1 Risk Treatments Register – August 2023](#)

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
RISK TREATMENT REGISTER - AUGUST 2023**

HAZARD ASSESSED: FIRE (SEPTEMBER 2022)

Risk Treatment Option		Owner	Strategies	Progress
A	Promotion of bushfire preparedness	Local Government	1. Encourage individuals and households to have bushfire ready plans	Shire to participate in pre-season DFES campaign program via social media.
			2. Conduct workshops for people remaining on-farm during a fire	Planning in progress - September 2023 to be confirmed (DFES delivery)
			3. Promotion of business continuity planning and resources to local business	
			4. Publish 'tear-out' list of local emergency contacts in BT Times	Fire contacts to be published monthly from September- April.
			5. Promote bushfire safe farm practices pre-season - e.g. cleaning down machines	Promote pre season fire extinguisher maintenance through Topics and social media
B	Promotion of school-based programs	Schools	1. Tambellup PS and Broomehill PS to consider using DFES Bushfire Patrol program	Source information from DFES re Bushfire Patrol program
			2. Brigade visits to schools	
C	Enhance bushfire compliance measures	Local Government	1. Review firebreak notice requirements for on-farm hazard separation zones	2023-2024 Fire Break Notice: Requirements include: - firebreaks around homesteads, buildings, fuel installations, hay stacks - plantation boundary and compartment fire breaks - registered on and off loading areas maintained free of flammable material - use of Oxyacetelene, arc welding, angle grinders and other power equipment during restricted burning period require the site to be cleared of flammable material To be reviewed April 2024
			2. Investigate aerial firebreak inspection program	For discussion at BFAC - CESM
			3. Offer property bushfire hazard inspections to owners	Clear concise information on landowner responsibilities to be included in Topics, social media - Ranger
D	Enhance bushfire response strategies	Local Government	1. Implement Bushfire Mitigation Program (includes increased hazard reduction burning)	UCL slashing program to be undertaken between October and December Burn prescriptions for various lots around the Broomehill and Tambellup townsites have been approved. Hazard reduction to be undertaken at refuse sites Tambellup PS - Stand Alone Bushfire Plan to be submitted by 31 August 2023 - to next LEMC meeting for information.
			2. Include local St John Ambulance on incident notifications	To allow for backup from the region if local volunteers are involved in the incident. Rather than automatically notifying St John at every incident, consider weather conditions/temperature/wind triggers prior to automatic notification. Consider SMS notification (Shire/LEMC list)

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
RISK TREATMENT REGISTER - AUGUST 2023**

HAZARD ASSESSED: FIRE (SEPTEMBER 2022)

Risk Treatment Option		Owner	Strategies	Progress
			<p>3. Incorporate potential use of Shire's Community Bus in LEMA for evacuation of aged/infirm.</p> <p>4. Seek information from Western Power on their program to reduce the risk of pole-top fires.</p>	<p>Broomehill Recreational Complex Committee has acquired a bus - arrangements for use are to be confirmed. Tambellup - no bus available at present.</p> <p>2021/2022: The Shire experienced 15 pole top fires during January and February. Western Power advised mitigation plans included replacement of 259 insulators, replacement or reinforcement of 135 poles and correction of pole top defects on 13 poles.</p> <p>2022/2023 - only one pole top fire reported, however Western Power 'notes that pole top fires are highly dependent on local short-term weather conditions and can vary significantly from year to year'.</p>
E	Wind Farm	Local Government	1. Provide information session to BFBs on fire risk, management, and mitigation for the windfarm.	CESM - new Standard Operating Procedure developed, to be communicated to BFBs pre season.

6. AGENCY UPDATES

Cindy Pearce – Community Emergency Services Manager

- Preparing for the coming fire season: brigade meetings, updating Standard Operating Procedures, training (Rural Fire Awareness 29 August 2023, Fire Control Officer 12 September 2023)
- Earthquake occurred on 6 August – damage to infrastructure east of Gnowangerup
- Successful application to ESL has resulted in funding for a new fast fill trailer for Broomehill West brigade.
- Flat Rocks Wind Farm – need to check tank outlet size for compatibility with brigade equipment.

Jodie Pollard – Department of Communities

- Will be completing reviews of the Welfare Plan and inspections of the evacuation centres.

Cindy Veitch – Tambellup Primary School

- Stand Alone Bushfire Plan to be submitted by the end of August, will be presented to the LEMC for information at the next meeting.

Pam Hull – for Tambellup Volunteer Fire & Emergency Services

- Upgrade works are in progress at the Fire Shed to construct a tunic room with appropriate ventilation, and new ablutions. Due to be completed mid-October.

David Swain – Tambellup Police

- Staffing in Tambellup and Cranbrook is stable, a new OIC and Constable to be appointed in Gnowangerup.
- Two searches conducted in the Stirlings – a seven day response at Mt Magog, and an extraction of Ellen Peak.
- Access to new Police air assets will improve response to searches in the Stirlings, being able to fly from Perth to the Stirlings, do an initial search of the area and then to Albany to refuel.
- With harvest season approaching local police will be conducting highway patrols in conjunction with Heavy Vehicle Services, aiming to reduce the number of road train rollover incidents.

Stephanie Swain – Ranger Services

- Will prepare education resources relevant to fire season preparedness for landowners, for Topics and social media.

Andrew Ferres – Flat Rocks Wind Farm

- Noted that activity leading into the fire season last year was civil works, this year works are centred on construction and craning components into position, and subsequently a lesser fire risk. Less people will be onsite, however there is still a need for fire awareness training to be completed.
- Cr White queried the firefighting water capacity on site, noting the Council has requested a minimum of 3000lt firefighting appliance to be available. Andrew Ferres advised the site has 4 x 1000lt tanks on site, and would need a water tanker and vehicle to tow for 3000lt. Cr White advised this does not necessarily have to be a towed tanker.
- David Swain queried the arrangements for bushfire management by contractors working on the CBH expansion in Broomehill. Cindy Pearce to follow up.

7. GENERAL BUSINESS

Evacuation Centres: With regard to the review of evacuation centres, Anthony queried the practicality of the existing arrangements (Tambellup Community Pavilion, Broomehill Recreational Complex noted as primary evacuation centres). Neither of the facilities are adequate for extended evacuations through not having the space required to effectively separate for various cultural, medical or other reasons. The ability to source basic supplies is non-existent in Broomehill and limited in Tambellup. Would it be better to consider the use of regional evacuation centres in Katanning, Mt Barker or Albany as primary evacuation centres?

Jodie advised the review of the Local Welfare Plan will consider the appropriateness of the facilities, and also the availability of supplies and review of supplier contacts.

Michael queried whether there was a role for the local facilities as short term evacuation centres.

David noted there is the likelihood that an incident may impact both towns, requiring residents to evacuate outside the area.

Cindy Pearce noted the Katanning Leisure Centre has space for separation if required, and a generator to power all areas including the oval lights.

Anthony queried whether neighbouring local governments should contribute to key regional facility upgrades such as the installation of the generator in Katanning.

It was noted the Shires of Katanning, Woodanilling and Kent have a combined LEMC – should Shire BT attend neighbouring LEMCs, or should we be considering joint LEMCs with neighbouring Shires. This would be beneficial in understanding who the regional stakeholders are. To be considered further.

Training Exercise: David Swain suggested conducting a land search desktop exercise, to involve the Shires surrounding the Stirling Range – i.e. Shire of Broomehill-Tambellup, Cranbrook, Gnowangerup and Plantagenet. This could potentially include a demonstration of the drone technology that is used by WAPOL. All present agreed that this would be a valuable exercise. David will initiate planning and more information will be provided.

8. NEXT MEETING AND CLOSE

The next meeting is scheduled for November 2023, with the date to be confirmed. There being no further business, Cr White thanked everyone for their attendance and declared the meeting closed at 10.30am.