

MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Held at
Jerramungup Shire Office, Jerramungup
Monday, 17 August 2026
Commencing at 12:00pm

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Ordinary Meeting of Local Emergency Management Committee | Monday 17 August 2026

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LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

MINUTES

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

Emergency Management Act 2005 (Section 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 meeting was opened at 12.01 pm by the Shire President.

I would like to begin today by acknowledging the Goreng people who are the Traditional Custodians of the land on which we meet today, and the Shire of Jerramungup would like to pay their respect to their Elders both past and present.

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

LEMC MEMBERS:

Cr Nathan Brown, President, Shire of Jerramungup (Chairperson)
Cr Paul Barrett, Deputy President, Shire of Jerramungup
Martin Cuthbert, Chief Executive Officer, Shire of Jerramungup
Charmaine Wisewould, Deputy Chief Executive Officer, Shire of Jerramungup
Janna Cheshire, Community Emergency Services Manager, Shire of Jerramungup/DFES
Danielle Wisewould, St John Ambulance WA
Tom Clendenning, Sergeant, WA Police
Tom Roxburgh, 1st Class Constable, WA Police
Sean Davoren, 1st Class Constable, WA Police
Dean Fasolo, Community Paramedic, St John Ambulance WA
Matt Foster, 1st Lieutenant, Jerramungup VFES
Vivienne Gardiner, Department of Communities
John Collins, DPIRD
Matthew Wells, WACHS
Andy Benton, Ranger, DBCA

GUESTS:

Sophie Browning, Asset Manager, Shire of Jerramungup

Stacey Sinclair, DO EM, DFES

2.2 APOLOGIES

Alex Jones, Chief Bushfire Control Officer, Shire of Jerramungup

Annie Eddery, WA Country Health Service

Stephen Petersen, District Officer Esperance Urban, DFES,

Ali Benson, DBCA

Daniel Biddulph, Bushfire Risk Mitigation Coordinator, Shire of Jerramungup

Charlotte Powis, DEMA, DFES

3.0 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 Chair prior to the meeting to determine the appropriate way to manage the conflict.

4.0 GUEST PRESENTATIONS

4.1 BREMER BAY REGIONAL EXERCISE - STACEY SINCLAIRE, DO EM, DFES

Exercise overview document in attachments

- Response to level 2 incident
- Incident support group meeting with all other agencies that may be affected.
- Report to be provided on exercise outcome and any changes required.
- Invitations to be sent by CESM with scenario information to agencies involved
- DCEO questioned agency response times for a real life scenario – LG will be managing the incident in the first 2 hrs.
- Stacey left the meeting at 12.11pm
- Exercise ISG meeting on day at 13:00 with access via teams if unable to attend in person.
- Discussion regarding sharing incident map before the exercise. Determined to send to head of each agency, they can then decide on if they will share with their teams and their course of action for the day.

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.1 ORDINARY LEMC MEETING HELD 16 MARCH 2026

That the Minutes of the Ordinary Local Emergency Management Committee of the Shire of Jerramungup held at the Jerramungup Community Resource Centre, Jerramungup, on 16 March 2026 be CONFIRMED.

Moved by Tom Clendenning; Seconded by Matt Foster

6.0 REVIEW OF ACTION LIST AND BUSINESS ARISING

Item	Owner	Status
Review of LEMC membership and contact list updates	CESM	Ongoing - Thank you to agencies who are using the online systems.

7.0 CORRESPONDENCE

7.1 CORRESPONDENCE IN

Date	From	To	Subject
6/08/2026	CP Jerramungup	CESM	LEMC contact
3/08/2026	WACHS GS	CESM	Shire of Jerramungup LEMC ordinary meeting
6/08/2026	DOEM UGS & GS	CESM	RE: Jerramungup LEMC 17/08/2026
25/05/2026	CP Jerramungup	CESM	LEMC meeting
27/07/2026	CP Jerramungup	CESM	RE: LEMC meeting
29/06/2026	DOEM UGS & GS	CESM	UPDATE: 2025-2026 Great Southern District Emergency Management Committee (DEMC) Annual Reporting
26/06/2026	CBFCO	CESM	Re: Cancellation of Shire of Jerramungup LEMC ordinary meeting for this Monday
29/05/2026	WAPOL Jmp	CESM	New Contact - PC DAVOREN
22/06/2026	BRMC	CESM	LEMC report
7/08/2026	DoC	CESM	Draft LEMC Agenda Item - State Evacuation Centre Register for FEEDBACK
10/08/2026	Main Roads WA	CESM	RE: Shire of Jerramungup representative for Local Emergency Management Committee

7.2 CORRESPONDENCE OUT

Date	From	To	Subject
10/08/2026	CESM	CP Jerramungup	RE: LEMC contact
6/08/2026	CESM	WACHS GS	RE: Shire of Jerramungup LEMC ordinary meeting
30/07/2026	CESM	DEMA GS	LEMC annual reporting Shire of Jerramungup
6/08/2026	CESM	DOEM UGS & GS	Jerramungup LEMC 17/08/2026
27/05/2026	CESM	CP Jerramungup	[EXTERNAL] Re: LEMC meeting
4/06/2026	CESM	WAPOL Jerramungup	Re: New Contact - PC DAVOREN
24/06/2026	CESM	DPIRD	Shire of Jerramungup upcoming LEMC
			Cancellation of Shire of Jerramungup LEMC ordinary meeting for this Monday
25/06/2026	CESM	LEMC members	Shire of Jerramungup LEMC ordinary meeting
25/06/2026	CESM	LEMC members	Shire of Jerramungup LEMC ordinary meeting
			Shire of Jerramungup representative for Local
10/08/2026	CESM	Main Roads WA	Emergency Management Committee

7.3 CORRESPONDENCE TABLED

Nil.

8. LOCAL EMERGENCY MANAGEMENT (STANDING ITEMS)

8.1. POST INCIDENT REPORTS – DISCUSSION AND NOTE ANY OUTCOMES TO BE ACTIONED.

Nil

8.2. POST EXERCISE REPORTS – DISCUSSION AND NOTE ANY OUTCOMES TO BE ACTIONED.

To be discussed at next meeting following exercise on 27 August.

8.3. EXERCISE – DISCUSS OBJECTIVES, SCENARIO, AND DATES.

Stacey discussed earlier.

8.4. REVIEW LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – UPDATES AS REQUIRED.

Nil required – review post exercise

8.5. RISK MANAGEMENT UPDATE – MONITOR AND REVIEW, EMERGING RISKS, MITIGATION.

Nil

8.6. REVIEW LEMC BUSINESS PLAN – MONITOR PROGRESS

Nil

8.7. REVIEW FUNDING OPPORTUNITIES

Nil

9.0 AGENDA ITEMS

9.1 CONFIRMATION OF FACILITIES ON THE STATE EVACUATION REGISTER 2026-27

PREPARED BY: Vivienne Gardiner, Regional Coordinator, Emergency Relief and Support, Department of Communities

ATTACHMENTS REFERENCED:

[LERSP - Great Southern - Jerramungup - December - 2024.dotx](#)

BACKGROUND:

The State Support Plan – Emergency Relief and Support documents the arrangements for the strategic management and coordination of emergency relief and support services under the Western Australian's State Emergency Management arrangements.

Under the State's Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities. When identifying potential evacuation centre locations, the Local Government Authority, in collaboration with the Local Emergency Management Committee and relevant emergency management agencies, determine that facilities are appropriate for hazards that are high risk to the area.

The Arrangements identifies the Department of Communities to maintain a record of evacuation centres across the State and to provide this to Hazard Management or Controlling Agencies as required, for consideration during emergency evacuation planning and response activities. The State Evacuation Register is not a public register.

Annual review of facilities provides an opportunity for Local Governments and emergency management partners to confirm that facilities remain appropriate having regard to local hazard risks, community requirements and operational considerations.

CURRENT SITUATION:

The following facilities are currently recorded on the Department of Communities State Evacuation Register for the Shire Jerramungup:

Facility	Address	Capacity	Hazard considerations
Jerramungup Entertainment Centre	Derrick Street, Jerramungup (left of Vasey/Lancaster)	500-800 standing 500 sleeping	Bushfire
Bremer Bay Sports Club	Frantom Way Bremer Bay	10-100 standing 100 sleeping	Bushfire
Bremer Bay Community Centre	7 Mary Street, Bremer Bay	100 standing	Bushfire
Boxwood Hill Combined Sports Club	Borden-Bremer Bay Rd, Boxwood Hill (approx. 1km northwest down Borden-Bremer Bay Rd from South Coast Hwy).	300 standing 100 sleeping	Bushfire

The Department of Communities requests that:

1. LEMC members:

- Review the nominated facilities.
- Confirm their ongoing suitability for the hazards relevant to the district.
- Identify any known operational limitations or upcoming infrastructure projects (within the 2026-27 season).
- Recommend any additions, removals or amendments to the Register.

2. HMA representatives confirm whether any known hazard-specific considerations would affect the suitability of the identified facilities, including:
 - flood inundation;
 - bushfire exposure;
 - cyclone vulnerability;
 - hazardous materials risks;
 - access and egress constraints;
 - isolation risks; and
 - any other operational considerations.

Where concerns are identified, members are requested to provide recommendations for alternative facilities or mitigation measures.

SUGGESTED RESOLUTION:

The Shire of Jerramungup Local Emergency Management Committee:

1. Review and endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.
2. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.
3. Request Hazard Management Agency representatives to advise of any hazard specific concerns that may affect the suitability of the identified facilities for evacuation, refuge, or shelter purposes.
4. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities.

DISCUSSION:

- CHARMAINE WISEWOULD SUGGESTED REMOVING BREMER BAY SPORTS CLUB AND BREMER BAY COMMUNITY RESOURCE CENTRE FROM THE LIST AS THEY ARE BOTH UNSUITABLE EVACUATION LOCATIONS WITH NO SHOWER FACILITIES, AND THE LOCATION OF THE SPORTS CLUB MAKES IT UNSAFE DURING A FIRE.
- CESM – REMOVE BREMER BAY COMMUNITY RESOURCE CENTRE COMPLETELY – CHANGE THE BREMER BAY SPORTS CLUB TO BE UTILISED ONLY FOR FLOODS, NOT BUSHFIRES.
- CR NATHAN BROWN SUGGESTED ADDING NEEDILUP PAVILION AS ANOTHER LOCATION. CHARMAINE ADVISED THAT ONGERUP HAS AN EVACUATION CENTRE AND IS IN A BETTER LOCATION GIVEN THE PROXIMITY TO SHOPS AND VENDORS ABLE TO PROVIDE FOOD.

- VIVIENNE NOTED TO CONSIDER NEIGHBOURING LOCAL GOVERNMENT EVACUATION CENTRE LOCATIONS AS THEY MAY BE IN A SAFER SPOT FOR RESIDENTS TO ACCESS.
- VIVIENNE ALSO NOTED TO LIST DUTY NUMBERS, NOT PERSONAL NUMBERS ON CONTACT LISTS TO ENSURE CORRECT PEOPLE CAN BE CONTACTED DURING AN EMERGENCY.

RESOLUTION:

The Shire of Jerramungup Local Emergency Management Committee:

1. Reviewed and asked for the following changes to the list:
 - Remove the Bremer Bay Community Resource Centre
 - Note that the Bremer Bay Sports Club is not a suitable location in the event of a bushfire.
2. Endorse the below identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.

Facility	Address	Capacity	Hazard considerations
Jerramungup Entertainment Centre	Derrick Street, Jerramungup (left of Vasey/Lancaster)	500-800 standing 500 sleeping	Bushfire
Bremer Bay Sports Club	Frantom Way Bremer Bay	10-100 standing 100 sleeping	Flood
Boxwood Hill Combined Sports Club	Borden-Bremer Bay Rd, Boxwood Hill (approx. 1km northwest down Borden-Bremer Bay Rd from South Coast Hwy).	300 standing 100 sleeping	Bushfire

3. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.
4. Request Hazard Management Agency representatives to advise of any hazard-specific concerns that may affect the suitability of the identified facilities for evacuation, refuge, or shelter purposes.
5. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities.

Moved by Vivienne Gairdner; Seconded by Danielle Wisewould.

10.0 AGENCY/ MEMBER REPORTS

Members to consider:

- Capability and limitations for the coming season (resources/staffing)
- Any known emerging risks
- Any scheduled exercises
- Outcomes or lessons learnt from any incidents or exercises.

John Collins, DPIRD – *report Available in attachments*

- Confirmed detections H5 Bird Flu – 239 confirmed Australia wide (169 part of SA mass casualty)
- Denmark closest location of confirmed case. Low risk to people but please avoid any sick birds and call the hotline. No risk to poultry meat or eggs.
- Wildlife rehab grants available
- Vaccines have begun being administered to endangered birds
- Backyard chook owners are advised to prevent wild birds from entering into enclosures.

Matt Wells, WACHS

- Main concerns are casual staffing in the region. They are working to ensure thorough training and handovers are conducted when staff change.

Andy Benton, Ranger, DBCA

- Implementing maintenance for strategic breaks, prescribed burning in progress.
- Position Vacancy as National Park Ranger (Gairdner) to be filled in early October.
- Rehab update – research facility access impacted with restoration a priority. It remains closed until major works are completed and it is deemed safe.
- Water tanks and filtration cleaned, more work to be completed on down pipes.
- Damaged road signage is being addressed, restoring safe visitor access.
- Hoping for completion of works and some roads to re-open before wildflower season.
- Insurance assessors attended site but the claim funding is still pending.
- Relocated fee station so that visitors don't have to enter as far into the park to access it.

Dean Fasolo, Community Paramedic, St John Ambulance WA

- Update on Bremer Bay Centre build. They are waiting on a final report on PFAS contamination.
- The centres have been focusing on training.
- Major events coming up are sports finals at Boxwood Hill on August 29th, and a pentathlon in Wellstead in October.
- New GP clinic in Bremer Bay and potential patient transfers to and from location.

- New 4WD unit to be deployed to Bremer Bay for peak times giving access to more beaches and off road areas. Trial run of this will hopefully be in September.
- Dean will be finishing 29 August, with temporary paramedic in place from 1 September until the new Community Paramedic is appointed and commences in October.
- Thank you to everyone for their help during his time in the region.

Danielle Wisewould, Deputy Chairperson, St John Jerramungup

- Thank you to Dean for his time in the region as Community Paramedic.
- Thanks to WAPOL & DFES for support with Chittoworup Rd incident.

Martin Cuthbert, CEO, Shire of Jerramungup

- Thank you to Dean from the Shire of Jerramungup for all his efforts in the time he has been in the region as Community Paramedic.

Janna Cheshire, Community Emergency Services Manager

- Capacity building in volunteers. Higher level training in volunteers – AIMS training, intro courses, level 1 commanders.
- Applied for resilience funding - create local risk awareness campaign with a risk video. Two stage process, more information from 25 August.
- Working with schools - information day at Bremer Bay about safety plans in case of emergency. Evacuation drills being planned with school and local volunteers.
- Reached out to JDHS – hoping to try again next year for cooperation on programs.

Vivienne Gardiner, Department of Communities

High staff turnover at Communities has led to lots of training for district staff. They are offering training for local governments staff who may be required to set up evacuation centres and are happy to do training locally. Dates to be determined.

Tom Clendenning, Sergeant, WA Police

- Introduced new staff member Sean. Local team is now fully staffed.
- Preparing for Summer Holidays surge, particularly in Bremer Bay
- High number of crash fatalities occurring in WA, looking to initiate programs to reduce risk.
- Bremer Bay police post, they are hoping for construction to commence before the end of the year. Dongas are ready to be relocated once ground works are completed.

Matt Foster, 1st Lieutenant, Jerramungup VFES

- Thanks to all agencies for assistance on jobs.
- Recent fire at Monkey Rock Rd showed how easy fires can spread in the current dry conditions.
- New fire truck has arrived, with a larger water capacity. Volunteers are being trained up on use.

11.0 GENERAL BUSINESS

Tom Clendenning, WA Police, stated he had a meeting with Main Roads this morning at the location of a recent bus and truck crash – intersection of Borden-Bremer Bay Rd and the South Coast Highway.

Email had previously been sent to Main Roads regarding intersection safety and any plans for upgrades following the incident. It was advised that minor maintenance is being done to ensure the intersection is safe. Discussions around possible lighting, but there is a risk of theft in the area being so isolated.

Signage coming from Borden-Boxwood Hill Rd is not as good as it could be, the Shire can liaise with Main roads on upgrading signage. Tom will provide contact from Main Roads to Martin for further discussions.

It was stated that the volume of heavy traffic during harvest is very high and upgrades to the South Coast Highway are a priority.

Cr Nathan Brown commented on pushing for upgrades on the Main Roads as tourists and trucks can be a dangerous mix. A push for seasonal signage may be needed.

Charmaine Wisewould had a question regarding the exercise - Will the exercise be including a school day in the scenario? Janna noted it is likely to be an incident as if it was happening in real time on that exact day but she will clarify this and the involvement the school may have.

12.0 NEXT MEETING

Date	Activity	Venue
28 September 2026	LEMC meeting	Jerramungup Shire Office
7 December 2026	LEMC meeting	Bremer Bay VFES
29 March 2027	LEMC meeting	Jerramungup Shire Office
28 June 2027	LEMC meeting	Bremer Bay VFES

13.0 MEETING CLOSURE

13.1 CLOSURE OF MEETING

The Presiding Member closed the meeting at 1.12pm.

These minutes were confirmed at a meeting held

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Signed:

Presiding Person at the meeting at which these minutes were confirmed

Date: