



MINUTES

SHIRE OF JERRAMUNGUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

8 DECEMBER 2025

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MINUTES OF A MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE BREMER BAY VOLUNTEER FIRE AND EMERGENCY SERVICES BUILDING MEETING ROOM ON MONDAY, 8 DECEMBER 2025, COMMENCING AT 12.05PM.

1. Opening and Welcome

The meeting was opened at 12.05pm by the Chairperson.

2. Attendance and Apologies

2.1. Attendance

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
Alex Jones, Chief Bushfire Control Officer, Shire of Jerramungup
Janna Cheshire, Community Emergency Services Manager, Shire of Jerramungup/ DFES
Daniel Biddulph, Bushfire Risk Mitigation Coordinator, Shire of Jerramungup
Stephen Petersen, District Officer, DFES
Mike Ficko, A/Community Paramedic, St John Ambulance WA
Danielle Wisewould, St John Ambulance WA
Kevin Cropper, WA Country Health Service
Annie Eddery, WA Country Health Service
Kelly Trinne, Department of Communities
Tom Clendenning, WA Police
Damien Bouckaert, WA Police
Jesse Temple-Long, Department of Biodiversity, Conservation and Attractions
Damien Medley, Department of Biodiversity, Conservation and Attractions
Darren Clews, Bremer Bay Volunteer Fire & Emergency Services
Diarmuid Kinsella, Superintendent Great Southern Region, DFES (arrived 12.45pm)

2.2. Apologies

Dean Fasolo, St John Ambulance WA
Andy Benton, DBCA

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

4. Guest Presentations

Nil

5. Confirmation of Meeting Minutes

Moved by Cr Paul Barrett; Seconded by Danielle Wisewould

The committee **approved** the minutes of the Shire of Jerramungup LEMC meeting held on 8 September 2025.

6. Review of Action list and business arising

Item	Owner	Status
Updating WhatsApp contact details	CESM	ongoing
Updating LEMC contact details	CESM	ongoing
LEMC Desktop Exercise	DFES DO Esperance Urban	Re-scheduled for 08/12/25 meeting
Discussion with Main Roads WA on recent traffic accident and response times	CEO	outstanding

The WhatsApp group is used for sharing information with agencies during an emergency, if severe weather is forecast, or in an incident to communicate with the groups to involve those needed.

7. Correspondence

7.1. Correspondence In

- 7.1.1. Emergency Relief and Support- 2nd quarter 2026 LEMC report- Great Southern – Kelly Trinne, Department of Communities
- 7.1.2. Contact details for Community Paramedics while Dean is on leave – Dean Fasolo, St John Ambulance
- 7.1.3. BEN sign community monthly update - Marion Massam, DPIRD
- 7.1.4. Seasonal Bushfire Outlook – Summer 2025, AFAC

7.2. Correspondence Out

- 7.2.1. LEMC Minutes forward LEMC members - Janna Cheshire, SoJ
- 7.2.2. LEMC meeting invite to LEMC members and guests - Janna Cheshire, SoJ

7.3. Information tabled

Nil

8. Review of LEMC membership and contact list updates

Nil.

9. Local Emergency Management (standing items)

- 9.1. Post Incident Reports – discussion and note any outcomes to be actioned. Provided in Agency/Member Reports.
- 9.2. Post Exercise Reports – discussion and note any outcomes to be actioned. Nil.
- 9.3. Exercise – discuss objectives, scenario, and dates. Nil.
- 9.4. Review Local Emergency Management Arrangements – updates as required. Nil.
- 9.5. Risk management update – monitor and review, emerging risks, mitigation. Nil.
- 9.6. Review LEMC business plan – monitor progress. Nil.
- 9.7. Review funding opportunities. Nil.

10. Agenda Items

10.1. Desktop Exercise – Stephen Petersen

Incident Support Group members – how information is shared during incidents.

Prevention and Preparedness:

Incident itself – IMT solving incident

Incident Support Group (ISG) – LEMC – provide information, assist and advise.

After Incident – Recovery

Agencies in the ISG:

- Main Roads WA
- WA Council Health
- Department of Communities
- DBCA
- WA Police
- Local Government, Shire President, CEO, Deputy CEO

ISG often done over TEAMS

WhatsApp for communication – no alternative if it fails

All responsibilities are set out in the State Hazard Plans.

VFES, Bush Fire Brigades and St John Ambulance volunteers can close a road for the safety of an incident.

11. 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.
- Priorities for the next three months

11.1 Alex Jones, Chief Bush Fire Control Officer

Since the last meeting of September 8th, eight volunteers complete and Incident Controller course run by DFES (Steve and Cam).

This backs up the AIIMS 2017 course and the refresher training and basic training done earlier in the year. So our training levels are much better than before. I'm more confident now we have adequate people to run and co-ordinate a local incident. Having said that, there are always new challenges and one is the higher levels of fuel in crop fires due to better varieties of crops, agronomy, techniques etc.

Summary of incidents since last meeting:

October 31 – Pole top fire Monkey Rock Road extinguished

October 31 – Crop fire canola Gairdner – approximately 2ha extinguished. Not reported to 000.

November 15 – Crop fire barley Needilup – approximately 5ha extinguished.

December 1 – Crop fire. Assistance to West River, three trucks Day 1, two trucks Day 2.

December 7 – Crop fire wheat Jacup – approximately 50-80ha, incident closed but still monitoring.

11.2 Kelly Trinne, Department of Communities – report available in attachments

- Presented the new Go Bag and Basic Hygiene kits to be used at Evacuation Centres. Food packs are in progress.
- Paediatric Packs with baby basics are being improved.

11.3 Steve Peterson, DFES

- OPP Point Henry
- Working on automatic turnout for water bombers in the event of an incident in Point Henry.
- The system is being updated and Police should approve this week.

11.4 Damien Medley and Jess Temple-Long, DBCA

- Gearing up for the fire season, completing training and checking water tanks.
- DPAW takes possession of a bulldozer and float which will be kept at the Stirling Range National Park.
- Been checking tracks and conducting dieback mitigation in the FRNP.
- Water bombers based in Albany and Esperance will come online in December.

If the bulldozer was needed, a request would need to be made and approved through Albany DPAW District Office.

11.5 Daniel Biddulph, Bushfire Mitigation Officer - report available in attachments

- Wrapped up this year's mitigation works, Shire Depot mulching and near caravan park.
- Strategic low fuel firebreaks near Bremer Bay done.
- Applied to get the back of the industrial area slashed.

11.6 Janna Cheshire, Community Emergency Services Manager

In the last quarter we have placed a big focus on training and upskilling of volunteers. This has included farmers and seasonal worker pre-season training.

Operational pre-planning to refine responses.

Seasonal preparedness training.

Skeleton Works Crew on call through Christmas and New Year.

11.7 Mike Ficko, St John Ambulance WA

- Getting all vehicles fitted with Starlink.
- VolunTourists over holidays will bolster volunteer numbers.
- Training of new volunteers in progress.
- After 30 December another Community Paramedic will be available so there will be 7 days/week coverage during busy periods.

11.8 Damien Bouckaert, WA Police

- Gearing up for Christmas/New Year.
- Operation – 11 staff including the 3 from Jerramungup.
- Incident Control vehicle will be based in Bremer.

11.9 Kevin Cropper, WA Country Health Service

- Second nurse in Bremer for summer.
- Starlink at medical centre now.
- Recruiting permanent nurses for Jerramungup and Bremer Bay.
- Introduced Annie who is taking over his role.

11.10 Charmaine Wisewould, Shire of Jerramungup

- Will email agencies with contact list from the Shire.

12.45pm Diarmuid Kinsella arrived.

12. General Business

12.1 Jess Temple-Long, DBCA

- Queried whether Police will attend if there is a disturbance in the National Park and was advised that they would attend.

12.2 Diarmuid Kinsella, DFES

- DFES is not currently inclined to proceed with the implementation of Starlink.

13. Next Meeting

Next meeting 9 March 2026 in Jerramungup.

13.1 LEMC calendar

Date	Activity	Venue	Comment
9 March 2026	LEMC Meeting	Jerramungup CRC	3 rd quarter

14. Meeting Closure

The chairperson closed the meeting at 1.08pm.



Emergency Relief and Support

LEMC REPORT FOR DISTRIBUTION 2nd Quarter 2025 - 2026

Regional Emergency Relief and Support contact

Activation
 of Emergency Relief and Support (ERS) services is via
Communities Emergency Operations Coordinator (EOC)
M: 0418 943 835

Regional Coordinator	Kelly Trinne	kelly.trinne@communities.wa.gov.au
Regional Officer	Jo Spadaccini	jo.spadaccini@communities.wa.gov.au
Regional Manager	Mark Schorer	mark.schorer@communities.wa.gov.au

Emergency Relief and Support update

Communities have implemented a range of preparedness activities, with a focus on initiatives to ensure rapid deployment and coordinated support across the State during emergency events.

Improved logistics system

ERS is introducing an exciting new Go Bags initiative — designed to enhance comfort, dignity, and practical support for people displaced during emergencies.

In previous seasons, bedding and hygiene items provided to evacuees within evacuation centres were collected, cleaned, and reused after an event. This season, ERS is trialling a more compassionate and sustainable approach — allowing evacuees to take their items with them when they transition to alternative accommodation such as staying with friends, family, or moving into temporary housing.

This initiative supports continuity of care and gives evacuees a stronger sense of stability and independence at a time when their lives have been disrupted.

What is inside a Go Bag

Each Go Bag is designed to provide immediate comfort and essential items for daily living:

-  **Bedding:** Pillow, sleeping bag, air mattress, and sheet — giving evacuees a comfortable rest whether in the centre or moving to new accommodation.
-  **Personal Requisites:** Soap, toothbrush, toothpaste, comb and towel — ensuring everyone has the essentials for personal hygiene.

- **🧴 Additional Hygiene Items:** Deodorant, sanitary products, and other personal care items (subject to availability).

Replacing everyday items such as bedding or toiletries can be costly and stressful following an emergency. By providing evacuees with a Go Bag they can keep, ERS offers not only practical assistance but also a gesture of care, respect, and empowerment.

The Go Bags helps ease the transition from an evacuation centre to the next stage of recovery, giving people one less thing to worry about and one more reason to feel supported.

Response July to October

Activations

- ERS has responded to two (2) Level 1 incidences (house fires).
- ERS was activated for one (1) structure fire involving 31 impacted businesses (Morley Markets).

Other updates

- The National Climate Risk Assessment (Australian Climate Service) and the National Adaptation Plan (Department of Climate Change, Energy, the Environment and Water) identifies Western Australia, particularly the Northwest as one of the most disaster-prone regions in the country, facing escalating risks from heatwaves, bushfires, drought, tropical weather, and coastal flooding.
- The Adaptation Plan emphasises the need to prioritise support for the most vulnerable as climate impacts intensify across the country.
- ERS recognise that stretched social support services and increasing disasters will impact on people and community level mental health and wellbeing; and ability to financially recover from multiple disasters.
- To support this, ERS is factoring these risks into future planning, and building relationships with government and the community services sector to explore how those most vulnerable in disasters can be better supported during times of crisis.
- Communities are actively strengthening partnerships across government and the community services sector to ensure a coordinated and effective emergency response. This includes formal collaboration with the Department of Housing and Works, following the recent public sector reform, to maintain seamless support for impacted communities during emergencies. Additionally, Communities is leveraging the capabilities of key community service organisations to deliver emergency relief a
- On 22 October 2025, Communities' ERS Directorate will be holding a State Partner Exercise (Recovery) that focuses on the activation of the State Social Domain and will introduce changes to Communities' responsibilities because of the proposed changes to the State recovery arrangements. This exercise will provide an

Other updates

opportunity to test coordination mechanisms and strengthen cross-agency collaboration in a high-impact scenario.



Jerramungup LEMC Meeting 8th Dec 2025 Bushfire Risk Mitigation Coordinator Report

Shire of Jerramungup's MAF GP 2024-25 R2

Mechanical Work

- Jerry Shire depot mulching.
- Jerry caravan Park parkland clearing and mulching
- Millars point. Removal of rock along Rd to assist with vegetation management.
- Strategic low fuel fire breaks Bremer Bay- abalone farm
- Blossom Ave low fuel zone

Chemical work

- Millars Point
- Gairdner School
- Bremer Bay Industrial area, low fuel zone
- Point Henry road networks- low fuel zones

Priorities for next three months

Compiling treatment completion evidence, treatment evaluation and Acquittal.