

## Local Emergency Management Committee Meeting Minutes | 10<sup>th</sup> December 2020

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# SHIRE OF QUAIRADING

The Local Emergency Management Committee Minutes of Meeting held on Thursday 10<sup>th</sup> December 2020 commencing at 4.32 pm.

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.32 pm.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### 2.1 Attendance

Cr W Davies	Shire President / Chairperson
Mr G Fardon	Chief Executive Officer
Mr N Gelmi	Chief Bush Fire Control Officer
Mr T Sandercock	St John Ambulance
Mr R Bleakley	IPR/Strategic Projects Officer (from 4.48pm)
Mr D Richardson	St John Ambulance
Mr S Bell	Community Emergency Services Manager
Mrs D Ellison	HSM – Quairading District Hospital (from 4.38pm)
Ms T Patton	Quairading Volunteer Fire and Rescue Captain
Mr A Duncan	Quairading Central Bush Fire Brigade Captain
Mr J Corrigan	Department of Fire and Emergency Services
Ms J Spadaccini	Department of Communities (Via Teleconference)
Cr P Smith	Councillor
Ms S Cutts	Quairading Co-op Manager
Snr Constable E Duffy	Quairading Police (left Meeting 4.40pm)

### 2.2 Observers / Visitors

Cr Jo Haythornthwaite	Deputy Shire President
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### 2.3 Apologies

Mrs P Wray	Quairading District High School – Principal
Mrs Y Grigg	DFES – District Emergency Management Advisor
Sgt L Collett	OIC Quairading Police

## ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil

## ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 4.1 Confirmation of Minutes – 11<sup>th</sup> June 2020

#### **RESOLUTION: LEMC1- 20/21**

#### **MOVED Mr Richardson SECONDED SC Duffy**

That the minutes of the Local Emergency Management Committee Meeting held on 11<sup>th</sup> June 2020 be confirmed as a true and correct record of that Meeting.

**CARRIED**

### 4.2 Business Arising

Nil

## ITEM 5 CORRESPONDENCE

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### 5.1 Inward

Nil

### 5.2 Outward

Nil

## ITEM 6 STANDING ITEMS

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### 6.1 Update of Contacts

An updated list will be disseminated with the minutes of the meeting.

### 6.2 Training Dates

Nil at this time.

## ITEM 7 LEMC EXERCISES

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### **Mr S Bell**

The Meeting noted that the Local Emergency Management Arrangements are required to be exercised at least once annually and that a three-year plan for LEMA exercises is also to be developed and provided to the State Emergency Management Committee (SEMC).

The Exercises of the LEMA can be based on one section of the LEMA or a full exercise of the LEMA including desktop and/or practical scenarios.

Proposed Exercise Timetable as follows: -

### **2021**

March: Meeting  
June: Exercise (desktop – contacts section of the LEMA)  
September: Meeting / Exercise Debrief  
December: Meeting

The Contacts section of the LEMA is a short exercise that will include using some of the contacts that are listed for a trial scenario to ensure they are contactable at the hours that are listed within the LEMA.

### **2022**

March: Meeting  
June: Exercise (practical fire and hazmat incident)  
September: Meeting / Exercise Debrief  
December: Meeting

### **2023**

March: Meeting  
June: Exercise (desktop – TBA)  
September: Meeting / Exercise Debrief  
December: Meeting

Mr Bell advised that the above table is only a sample outline for the next three years and can be modified as required during the 3-year period.

### **Snr Constable E. Duffy**

Due to some recent seismic activity within the region, it was suggested that a desktop exercise should be run with an earthquake scenario.

4.38pm Diana Ellison entered the Meeting.

SC Duffy left the Meeting at 4.40pm

#### **RESOLUTION: LEMC2- 20/21**

#### **MOVED Mr Fardon SECONDED Ms Cutts**

That the proposed LEMC Exercise schedule for the next three (3) years be accepted and forwarded to the State Emergency Management Committee (SEMC).

**CARRIED**

4.48 pm Mr Bleakley entered the Meeting.

## **ITEM 8 AGENCY UPDATES**

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### **8.1 WA Police**

Nil

## 8.2 St John Ambulance

### Mr Richardson

SJA were also aware of the recent earthquake activity and checked on personnel numbers and resources available in the event a major earthquake occurs and the SJA are called upon.

There has been a recent outbreak of Norovirus in the northern Wheatbelt, and volunteer crews were commended for utilising their COVID19 training and PPE supplied.

### Mr Sandercock

Local training has finished for the year.

## 8.3 Fire and Emergency Services

### Mr Corrigan

DFES currently developing personnel that have shown interest in deployments to not only out of the region but adjoining districts as well.

The High Season fleet has started to come into the region, which provides extra appliances for the region with the aim that local fire appliances and volunteers will not be called upon as often for fire incidents out of the District.

DFES currently in the planning stages for some upgrade works at the Quairading Fire Station.

There is continued encouragement of volunteers to undertake further training.

### Ms Grigg

Ms Grigg's report was attached to the agenda.

No questions or comments were raised.

### Ms Patton

QVFRS are planning an open day for the Fire Station for early in the New Year with the objective of attracting more volunteer members.

## 8.4 Quairading Co-op

### Ms S Cutts

Most activities at the Co-op have returned to normal, although hand sanitiser is still provided at the entrance and the online ordering facility is still available to be utilised by customers.

Ms Cutts thanked all the community members that had assisted with security work during the height of the pandemic.

All procedures and protocols are still in place and can be implemented quickly if the need arises.

## 8.5 Department of Communities

### **Mrs Spadaccini – via teleconference**

Mrs Spadaccini requested that if an incident that has the likely potential to impact lives starts, that the Department of Communities be informed at the earliest opportunity so the Department can organise regional personnel and resources prior to an evacuation centre being required.

In many cases, the Department is advised once the centre has been established locally.

Currently there are no PPE requirements for those assisting in a welfare centre although this could change soon.

The Department of Communities are currently requesting copies of floor plans for all identified welfare centres, so that Safety Plans can be developed for the scenario that persons are presenting to the evacuation centre with COVID 19.

## 8.6 Department of Education - QDHS

Nil – QDHS was not represented at this meeting.

## 8.7 WACHS – Quairading Hospital

### **Mrs Ellison**

Currently undertaking symptomatic/asymptomatic screenings.

All personnel arriving at the Hospital or Parker House are screened upon entry.

Changes in practices are not happening as frequently now due to the decline in cases nation-wide.

All WACHS Campuses are now required to send through details of their current system in place for diseases and infections and the actions that would be taken in the event of an outbreak within the campus, to the State Health Organisation.

From this, it has been noted that in the event of WA having a major outbreak, some WACHS campuses do not have adequate any plans in place to prepare for or manage mass presentations and casualties from a disease or infection.

All residential care facilities are currently full, and acute beds are currently becoming more active.

As a result of sanitising and social distancing practices, there have been very few persons presenting with influenza cases this year.

## 8.8 Local Government

### **Cr W Davies**

Nil

### **Cr P Smith**

Good attendance at the Balkuling/Doodenanning Bush Fire Brigade AGM.

### **Mr N Gelmi**

No fires during the harvest period and has been a very quiet start to the season in general.

## **Mr A Duncan**

Nil

## **Mr G Fardon**

The Exercise held in September was very productive and was based on a storm scenario.

Main points from the exercise were that communication is critical, not only within the District, but to neighbouring Local Governments as well and further, who has been identified in the respective Plans to carry out certain roles during an emergency.

The welfare of animals was again raised as an issue and could be a challenge as some people would not want to leave their animals when evacuating or presenting at the Welfare Centre with their animals.

After a fatal accident that occurred on Quairading-Corrigin Road, Main Roads were requested to assess the corner geometry and signage to ensure that there were no issues with the road. Main Roads have responded that there was no negative findings on the road and the incident was believed to have been primarily caused by driver fatigue.

Town site properties have been inspected for fire hazard compliance and rural properties have been monitored for firebreaks. Property owners that are not compliant have been issued with warning notices.

In preparation for the Christmas and New Year break, Council Executives will be contactable in case of emergency and there is a skeleton Works Crew available, if required.

## **Mr Bleakley**

The latest RADS funding round is open for a project at Airstrip. A suggested project is to have the runway thresholds sealed. A need analysis, Scope of Works and Costings have not been prepared at this time.

The Shire Hall is a nominated welfare centre, however does not have any showering facilities. A preliminary review of the existing facilities will be undertaken in the near future to ascertain if the current ablutions could be modified to include showers and at what estimated cost.

Subject to the outcome of this review, grant funding opportunities would then be researched.

The Town oval lighting will be shut off on the North side from 14<sup>th</sup> December until approximately the 6<sup>th</sup> January due to works being undertaken for the new Hockey light. The hockey oval lights and the Southern lights will still be available for use should they be required in an emergency.

## **Mr Bell**

The Fire Season locally has been quiet so far.

Currently updating the Emergency Management documents for the Shire of Quairading, specifically the contacts and resources sections.

A Bushfire Risk Planning Coordinator (BRPC) has now been appointed for the Shires of Quairading, Tammin and Kellerberrin, with the position being hosted by the Shire of Kellerberrin.

This position is a two year contract fully funded by DFES.

The successful candidate is Brian Humfrey who resides in Tammin.

The purpose of the position is to undertake risk assessments on all lots of land within the Local Governments using a blind tenure process and to create a Bushfire Risk Management Plan (BRMP) for each of the Councils. Once a BRMP has been prepared, this will then allow the Council to make application for Mitigation Activity Funding (MAF) to assist with the treatment of identified risks within the BRMP.



**ITEM 9 URGENT BUSINESS**

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**Mr G Fardon**

Mr Fardon advised that WACHS are about to have bush fire risks assessment undertaken for all the health campuses. It is understood that the buffer zone areas are being increased, which may have impacts for Council controlled land or Private property within the Buffer Zone. The issue to be further monitored and referred to CESM and BFAC for attention.

Mr D Richardson asked if there is an evacuation plan for the Parker House facility and specifically regarding movement of high risk and palliative care patients.

Ms D Ellison advised that this has been discussed within the facilities although evacuation decisions can only be made further up the WACHS chain of command. Local WACHS staff are not able to act on an evacuation until they have been authorised by WACHS Management.

**ITEM 10 NEXT MEETING DATES**

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**Quarterly Meetings – 4.30pm Commencement**

**Suggested dates for 2021**

Thursday 11<sup>th</sup> March 2021

Thursday 10<sup>th</sup> June 2021 – Exercise suggested for June.

Thursday 9<sup>th</sup> September 2021

Thursday 2<sup>nd</sup> December 2021

The Meeting resolved that the future meeting dates be adopted.

**ITEM 11 CLOSURE**

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There being no further business, the Chairperson closed the Meeting at 5.25 pm.

I certify the Minutes of the Local Emergency Management of Council held on 10<sup>th</sup> December 2020 were confirmed on 11<sup>th</sup> March 2021 as recorded.

Confirmed.....11/03/2021