



# Local Emergency Management Committee

## Minutes | 11<sup>th</sup> March 2021

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# SHIRE OF QUAIRADING

## Local Emergency Management Committee

The Local Emergency Management Committee Minutes of Meeting held on Thursday 11<sup>th</sup> March 2021 commencing at 4.30 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.30 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
Ms Y Emmanuel	St John Ambulance
Mr R Bleakley	IPR/Strategic Projects Officer
Mr D Richardson	St John Ambulance
Mr S Bell	Community Emergency Services Manager
Mrs D Ellison	HSM – Quairading District Hospital (from 4.33pm)
Ms T Patton	Quairading Volunteer Fire and Rescue Captain
Mr A Duncan	Quairading Central Bush Fire Brigade Captain
Ms J Spadaccini	Department of Communities
Snr Constable E Duffy	Quairading Police
Mrs P Wray	Quairading District High School – Principal (from 4.33pm)

#### 2.2 Observers / Visitors

Cr Jo Haythornthwaite	Deputy Shire President
Mr Brian Humfrey	Bushfire Risk Planning Coordinator

#### 2.3 Apologies

Mrs Y Grigg	DFES – District Emergency Management Advisor
Sgt L Collett	OIC Quairading Police
Mr T Sandercock	St John Ambulance
Mr J Corrigan	Department of Fire and Emergency Services
Cr P Smith	Councillor
Ms S Cutts	Quairading Co-op Manager
Mr N Gelmi	Chief Bush Fire Control Officer

## ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Bushfire Risk Planning Coordinator Project (BRPC), Mr Brian Humfrey provided an update on the Project to date.

Mr Humfrey is currently working on the Shire of Kellerberrin's Bushfire Risk Management Plan (BRMP), although when requesting/sourcing information for Kellerberrin, also sourcing the same information for Quairading and Tammin and compiling the data.

Plan is to commence work on the Quairading's BRMP in approximately November 2021 for completion around April / May 2022.

Cr Davies enquired if the Project was only looking at bushland.

Mr Humfrey advised that it is a blind tenure process and looks at every parcel of land regardless of who owns the land, although funding can only be applied for Local Government land.

Mr Bell asked about the approval process for the document once it has been completed.

Mr Humfrey advised that once the plan has been completed, it is then passed on to the Office of Bushfire Risk Management (OBRM) for their approval, once that has been completed, it is then sent back to the Council for endorsement. Once all of this has been completed Mitigation Activity Funding (MAF) is then eligible to be applied for.

Mr Fardon informed that the WACHS bushfire risk assessments are currently being carried out for their health campuses and asked if this also feeds in to the BRMP.

Mr Humfrey advised that currently no other information or Risk Reports from Agencies are provided nor included as part of the BRMP process.

## 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

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.

Mr Fardon asked if the plans are still required by the Department of Communities.

Ms J. Spadaccini informed that they are still required.

Mr Bell and Mr Bleakley to liaise with Ms Spadaccini with the floor plans.

Mr Fardon advised that the Town Oval Lighting Project is complete and operational.

Mr Fardon and Mr Bleakley are available at a mutually agreed time to show SJA representatives how the Light Switches / Lights operate.

## 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

The Contact List was passed around the meeting and was updated by committee members as required.

### 6.2 Training Dates

Currently no training dates have been identified for the Shire of Quairading

Mr Bell informed that a Fire Control Officer's (FCO) course will be held in Tammin in April.

Mr Bell advised that DFES, through the Bushfire Centre of Excellence (BCoE) have been developing a new course titled "Rural Firefighting Awareness". This course has been developed as a one-day course, with no assessment attached, and is aimed at farmer response but can also be utilised for those that are seasonal workers (backpackers) and is focussed on safety and suppression techniques at a bushfire.

This course will also be beneficial to the Local Governments, specifically those that struggle with volunteer training, as it will still be providing training to volunteers and complying with the Work Health and Safety Legislation and related documents.

A pilot of this course is being run in Quairading at the end of March (date to be finalised).

## ITEM 7 LEMC EXERCISES

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Adopted LEMC exercise Table: -

### **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.

Mr Bell asked the Committee about running an earthquake scenario for the Exercise.

Snr Constable Duffy asked that if an earthquake scenario was used, whether we could also incorporate utilising the contacts list from the LEMA.

The Meeting concurred with this suggestion.

Exercise to commence at 4:30pm on 10<sup>th</sup> June 2021 in the Shire of Quairading Council Chambers.

## **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

## **ITEM 8 AGENCY UPDATES**

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### **8.1 WA Police**

#### **Snr Constable Duffy**

Informed that he had been away for the last four weeks.

Activities over the weekend saw some damage and incidents throughout the town following on from the Noongar funeral held on Friday 5<sup>th</sup> March 2021.

WA Police have nominated three local Noongar Community members for Awards as their interjection at a critical moment over the weekend assisted the Police and helped to disperse a potentially dangerous situation.

Mr Fardon informed the Meeting that a debrief has been scheduled between Shire Executive Team and the Quairading Police to address incidents that occurred at the Caravan Park and Cabins.

### **8.2 St John Ambulance (SJA)**

#### **Mr Richardson**

SJA have been very busy regionally, including providing assistance and presence at the fires in York, Wundowie and Woorloo.

Recent storm rains caused some issues with transporting patients and having contact with CESM's was great benefit to find out the status of various roads and what the best route would be for transporting patients.

It would be beneficial for SJA planning if information on upcoming events in the District could be forwarded to SJA, especially for events that may require extra volunteers or units be required or having the potential to be requested.

CESM undertook to liaise with LEMC Member agencies when these events are known or planned.

Reviewing all Emergency Management plans for each of the Sub-Centres in coming weeks.

### **Ms Emmanuel**

Local training has started back up recently.

A generator has been installed and is capable of running the facility should a loss of Mains power occur.

## **8.3 Fire and Emergency Services**

### **Mr Corrigan**

Apology - Was not present at this meeting.

### **Ms Grigg**

Apology - Was not present at this meeting.

### **Ms Patton**

DFES have initiated a recruitment campaign, Quairading and Beverley VFRS were requested to be included in a photoshoot.

Advertisements will be broadcast for approximately 4 to 6 weeks on social media platforms.

Following the conclusion of the campaign an Open Day will be held at the Fire Station to try to encourage new Members to join.

3 Brigade members have recently left, so becoming short on capable operational volunteers.

## **8.4 Quairading Co-op**

### **Ms Cutts**

Apology - Was not present at this meeting

## **8.5 Department of Communities**

### **Mrs Spadaccini**

New Welfare Centre guidelines have been developed and are awaiting formal sign off, once complete they will be passed to CESM to distribute.

Currently require goggles and masks during Triage at an evacuation centre.

If a designated evacuation centre is required to be utilised for a vaccination hub/ swab hub for COVID 19, it will require a full sanitisation clean prior to being eligible for use as an evacuation centre. Primary evacuation centre should be last choice for a swab/vaccine hub.

## **8.6 Department of Education**

### **Mrs Wray**

Quairading District High School has recently revamped the Emergency Management Plan.

Planning a strategic roll out of First Aid training.

Will not be conducting four drills a year surrounding these plans.

Due to being deemed a higher risk in Quairading than an evacuation for a fire or flood, a lockdown for violent or aggressive behaviour on school grounds will take up two of these drills.

## 8.7 Department of Health

### **Mrs Ellison**

The Aged Care Forum was recently held in the Town Hall and was well attended and the Forum has provided more information to community members on Services and Facilities available.

Recent COVID lockdown in Perth was interesting as some staff come from the Perth / Peel regions and were required to wear masks in Quairading.

Currently working on the COVID vaccination process and awaiting to be informed as to when this will begin.

Local Health Advisory Group will be started up again which will provide a better information flow from the community to the Health Services and vice-versa.

Emergency Management plan requires updating to encompass the recent upgrades to the facility and the new telehealth services as well as any other changes to the facility.

## 8.8 Local Government

### **Cr Davies**

Nil.

### **Cr Smith**

Apology – Was not present at this meeting

### **Mr Gelmi**

Apology – Was not present at this meeting

### **Mr Duncan**

Has been quiet this year locally although have assisted at many larger incidents in surrounding shires and attended larger incidents for longer periods of time (Wooroloo)

### **Mr Fardon**

Shire have received PPE for evacuation centres.

Due to some staff coming from the Metro Area they were required to wear masks during the Lockdown.

Mr Fardon thanked Mr Duncan for his service for 4 weeks as Acting CESM while Mr Bell was seconded to Narrogin District.

### **Mr Bleakley**

Shire Hall Management Plan is currently being worked on, and primarily focusing on the addition of extra ablutions.

### **Mr Bell**

Further thank you to Mr Duncan for filling in the role.

LEMC agenda and minutes will now be posted on the Shire's website in the Documents Centre.

DFES staff and volunteers are now eligible to receive the Vaccination Part 1B of the rollout.

LEMA is due for 5-year major review in 2022.



## ITEM 9 URGENT BUSINESS

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### **Snr Constable Duffy**

Informed that a revamp of the courthouse is currently in planning stages, and asked if it could be utilised for a quarantine site for COVID 19 positive people.

Ms Spadaccini informed that there is potential for this, once the upgrades have been completed the Department of Communities will inspect for suitability.

Mr Bell also informed that it could be utilised for Incident Management Team (IMT) meetings or Incident Support Group (ISG) meetings during a major incident.

### **Mr Fardon**

Mr Fardon advised that Council is currently undertaking a Community Strategic Planning review and major reviews are carried out every four years and a minor review every two years. There are hard copies available of the Community survey and it is also available online. The surveys will assist Council and the Shire's Consultants to review and update the current 10-year plan. The Draft Community Strategic Plan will be published in the community and feedback on it will invited prior to the Final SCP being adopted by Council.

Mr Fardon informed the Meeting that he will be retiring from the CEO's position in December 2021 after what will have been 28 years of service to the Shire. Council will be commencing Recruitment process in the coming months.

## ITEM 10 NEXT MEETING DATES

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### **Quarterly Meetings – 4.30pm Commencement**

Adopted dates for 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

## ITEM 11 CLOSURE

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There being no further business, the Chairperson closed the Meeting at 5.46pm.

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

Confirmed..........10/06/2021