

Local Emergency Management Committee

Minutes | 10th June 2021

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SHIRE OF QUAIRADING

Local Emergency Management Committee

The Local Emergency Management Committee Minutes of Meeting held on Thursday 10th June 2021 commencing at 4.30 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Acting Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.30 pm.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

| | |
|-----------------------|---|
| Cr JN Haythornthwaite | Deputy Shire President / Acting Chairperson |
| Mr G Fardon | Chief Executive Officer |
| Mr R Bleakley | Executive Manager of Community, Projects and Strategy |
| 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 |
| Ms J Spadaccini | Department of Communities |
| A/ Sgt E Duffy | Quairading Police |
| Mr T Sandercock | St John Ambulance |
| Cr P Smith | Councillor |

2.2 Observers / Visitors

| | |
|---------------|-------------------|
| Ms Y Emmanuel | St John Ambulance |
| Cr B Cowcill | Councillor |

2.3 Apologies

| | |
|---------------|--|
| Cr W Davies | Shire President / Chairperson |
| Mrs Y Grigg | DFES – District Emergency Management Advisor |
| Mr J Corrigan | Department of Fire and Emergency Services |
| Ms S Cutts | Quairading Co-op Manager |
| Mr A Duncan | Quairading Central Bush Fire Brigade Captain |

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 11th March 2021

RESOLUTION: LEMC2- 20/21

MOVED Mr Richardson SECONDED A/ Sgt Duffy

That the minutes of the Local Emergency Management Committee Meeting held on 11th March 2021 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

Mr Bell advised that the Bushfire Risk Planning Coordinator (BRPC), Mr Humfrey, is nearing the completion of both Kellerberrin and Tammin's Bushfire Risk Management Plans (BRMP). Kellerberrin's Plan is currently being reviewed by the Office of Bushfire Risk Management (OBRM), and will then be handed to the Council for endorsement. Tammin's Plan is soon to be submitted to OBRM for review. Preparation of the Quairading Plan is now underway with an estimated completion time of 6 months, subject to all information being collected from stakeholders and other agencies in a timely manner.

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 Spadaccini informed that they are still required.

Mr Bell and Mr Bleakley to liaise with Ms Spadaccini on the floor plans and details of the Welfare Centres required.

ITEM 5 CORRESPONDENCE

5.1 Inward

Nil

5.2 Outward

Nil

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

The Contacts section of the Local Emergency Management Arrangements were emailed out to LEMC members for comment and updating as required.

Mr Bell advised that the LEMA is due for major review in 2022 and work will commence on the review in the coming months with the Contacts and Resources Section being first and will be updated in to the new format.

6.2 Training Dates

No training dates directly related to the LEMC have been scheduled.

A Fire Control Officers (FCO) Course has been scheduled to be held in Quairading on the 3rd September. This is for current Fire Control Officers to re-sit the course and refresh their skills and also for prospective FCO's to attend to gain the required qualifications for Permit writing for prescribed burns in the future.

ITEM 7 LEMC EXERCISES

An Exercise was scheduled to be held during this LEMC meeting, however due to Ms Grigg being unable to attend, the exercise has now been rescheduled to the September 2021 meeting.

The Exercise held will be a desktop recovery exercise following the aftermath of a significant earthquake impacting the Shire of Quairading and the utilisation of the Contacts and Resources section of the LEMA.

ITEM 8 AGENCY UPDATES

8.1 WA Police

A/Sgt Duffy

Acting OIC Eddy Duffy reported that Sgt Lindsay Collett has now departed Quairading, having been posted to Carnarvon. A/Sgt Duffy will be Acting for his remaining two weeks in Quairading and then his relocation to Brookton set for the 28th June. A/Sgt Duffy confirmed that a new OIC had been appointed to Quairading and she was awaiting relocation to Town. In the interim, an Officer from Kellerberrin Station will be based in Quairading for an estimated 4-week period to cover until the new OIC arrives.

Mr Fardon asked for an update on the recent Community Recognition Award.

A/ Sgt Duffy reported that following a recent funeral in town there were some public disturbances. Three Quairading locals had assisted Police with dispersing the crowd and calming down the situation. One of the Community Members, Mr Jason Colbung had recently been presented with a Recognition Award for the assistance he provided.

Another Community member is in line for Recognition.

Mr Fardon further informed that Mr Bell and himself attended the farewell for both Sgt Collett and Snr Constable Duffy and at which Mr Fardon thanked both Officers on behalf of Council, LEMC and the Community for their outstanding service during their postings in Quairading.

8.2 St John Ambulance (SJA)

Mr Richardson

Ongoing Covid awareness for SJA Volunteers and the implementation of a sealed ambulance (for suspected Covid patients) being based at Northam to be utilised as a regional asset. Local level PPE training is ongoing to remain up to date with all Covid safety protocols.

Flu Vaccinations are underway and most volunteers have now received the flu shot and the Covid Vaccine is also available to those who would like to receive it as well.

Professional Paramedics to be placed at Merredin and Narrogin. This does not directly affect Quairading although if a major emergency was to occur it would be extra career staff members that could be called upon to assist.

Mr Sandercock

Works have been completed at the airstrip / transfer shed.

Current issue with reduced active volunteer numbers.

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

Training has been reasonably well attended by those volunteers that are active.

8.3 Fire and Emergency Services

Mr Bell – Verbal Report from Mr P Hay

UCL/UMR mitigation works are currently being identified and reviewed. Unfortunately, this is a timely process due to the substantial amount of Rare and Declared Flora within the Shire of Quairading.

Ms Grigg

Written Report provided – No questions were raised by those present.

Ms Patton

One New member has joined, with a prospective 2 more to come, these were as a result of the Station Open Day on the 15th May.

New Thermal Imaging Camera (TIC) arrived to assist in Structural/Motor Vehicle Accidents, Firefighting and searches.

8.4 Quairading Co-op

Ms Cutts

Nil - Apology for the meeting

8.5 Department of Communities

Mrs Spadaccini

Mrs Spadaccini reported that due to the impact of TC Seroja earlier in the year, an audit is now being conducted on all listed welfare centres in the Wheatbelt to identify which centres would be able to withstand a category 2 cyclone strength winds. Further, if they are Rated then ensure they are not made predominantly of Glass or other substances that are unlikely to withstand the high wind speeds.

During the time of the Cyclone approaching closer to communities, Blue/Yellow/Red alerts were utilised. There were many residents unaware as to what the alerts meant. This was due to the

communities never having required Cyclone Warnings in the past and some businesses were still operating under a Red alert.

Communications were extremely critical with significant power outages occurring. Satellite phones were the only means of communication and this also caused issues for the public as they were unable to receive critical information. The Communications section of the LEMA should be updated with details on alternative methods of how information can be received by the community, other than by phones and internet.

The State Health Incident Centre (SHIC) informs the Department of Communities staff about the procedures that are to be followed regarding Covid and any other restrictions that may be required in the event that a Welfare Centre needs to be activated.

The Local Emergency Welfare plan is still currently in draft form – to be circulated with meeting minutes for awareness.

Mr Fardon asked if there will be "lessons learnt" information dispersed to local governments so better preparations can be in place should similar incidents (Cyclones) occur again.

Mrs Spadaccini confirmed that there will be information to local government, however the "debrief reports" may come out at multiple stages as the recovery process will take quite some time for the Local Governments impacted. These reports will include information surrounding Cyclone Alert levels and how they work.

8.6 Department of Education

Mrs Wray

Nil - not present at this meeting.

8.7 Department of Health

Mrs Ellison

Most Staff and Hospital & Parker House residents have now fully vaccinated. Over 50's can now be vaccinated in Town.

Flu shots are currently rolling out to the community with a strong recommendation that community members receive the shot. Evidence must be provided upon entering an aged care facility that a flu shot has been received and entry will be refused without evidence.

The Local Health Advisory Group (LHAG) will be reconvening in August, currently awaiting another 2-3 stakeholders to nominate for the committee. Mr Drew Richardson (SJA) nominated himself.

Quairading Health Service currently has the highest employment of indigenous staff in the Wheatbelt, with another Aboriginal staff member to begin within the next four weeks.

Mrs Ellison advised she will be taking Leave as of the 14th June for 6 weeks. Ms Susan Taylor will be acting HSM.

A/ Sgt Duffy asked how evidence can be attained in order to be provided at an aged care facility.

Mrs Ellison informed that upon Receipt of the shot a Receipt can be provided or a doctor's note can be provided and it can be emailed in advance, a screen shot on a phone, or hard copy.

Cr Hathornthwaite asked if this was for all aged care facilities.

Mrs Ellison informed that this is for all aged care facilities, and once this has been provided it is then filed and will not be required again on follow up attendances to an aged care facility (for the duration of flu season).

8.8 Local Government

Cr Hathornthwaite

Nil

Cr Smith

Attendance at two fires one on Goldfields road, providing assistance in the Shire of Cunderdin and the other in Westdale (Shire of Beverley).

Mr Gelmi

Nil - not present at this meeting.

Mr Duncan

Nil - Apology for this meeting.

Mr Fardon

Through LGIS, Fire Warden training has been completed for Shire staff, with the Medical Practice and CRC still to be undertaken.

The Executive Manager of Corporate Services (EMCS) Mr Nathan Gilfellon will be finishing employment with the Shire on the 16th July 2021.

Mr Fardon reported that Mrs Leah Horton currently with the City of South Perth has been recruited to the EMCS position.

That Wheatbelt Company, CRISP Wireless has secured State Government Funding to expand its wireless broadband network including in the Quairading District. Council has committed \$30,000 towards the Project to improve digital connectivity in the District.

Mr Bleakley

Further informed that the Airstrip apron expansion works have been completed.

Council will be budgeting for architectural advice for a design of a future reconfiguration and renewal of the Public Toilets at the western end of the Hall. The design to include Showers and Universal access. This future project is aimed at further improving the capabilities and amenity of the building as a Welfare Centre in an emergency event.

Mr Bell

The Shire's Annual Capability and Preparedness Report has been prepared and submitted.

Soon to be implemented WHS legislation will see Bush Fire Brigade volunteers deemed as employees of the Local Government. Relevant volunteer training courses will have to be actively offered to help satisfy Council's Chain of Command obligations.

CESM advised that he will soon be receiving a satellite communications device that will be housed in the CESM vehicle but can be used within the Shire for an emergency situation. This device will not be hardwired so can be removed from the vehicle and will have capacity for multiple devices to be connected simultaneously.

ITEM 9 URGENT BUSINESS

Ms Emmanuel

Ms Emmanuel enquired on progress on the fencing between the CBH property and the Nature Reserve / The Groves Area to the west of the CBH site. She commented that the current situation of public travelling through the CBH Worksite to access 'The Groves' was a major safety concern for the Public, CBH employees and truck drivers.

Mr Fardon highlighted that both Council and the Main Roads have approved the design of the new Vehicle access to "The Groves" and Council has had the work budgeted for both the past two years.

Mr Fardon informed that this long outstanding issue had been with the State Public Transport Authority and Arc Infrastructure for several years and still remains unresolved.

Further lobbying to Politicians will be required to force an outcome action on this issue.

To this end, Mr Fardon requested an email or letter from the District Manager of CBH outlining the Workplace and Public Safety issue to assist further lobbying.

ITEM 10 NEXT MEETING DATES

Quarterly Meetings – 4.30pm Commencement

Adopted dates for 2021

Thursday 9th September 2021 - Exercise to be held in September.

Thursday 2nd December 2021

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the Meeting at 5.22pm.

I certify the Minutes of the Local Emergency Management of Council held on 10th June 2021 were confirmed on 9th September 2021 as recorded.

Confirmed..........09/09/2021