



Local Emergency Management Committee Notice of Meeting | 2nd December 2021

The next LEMC MEETING will be held in Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 2nd December 2021 commencing at 4.30 pm.

MEETING AGENDA ATTACHED

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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SHIRE OF QUAIRADING

Local Emergency Management Committee

ITEM 1 OPENING & ANNOUNCEMENTS

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

"Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting".

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Members

Cr P Smith	Shire President/Chairperson
Mr T Sandercock	St John Ambulance - Quairading
Mrs D Ellison	HSM Quairading Hospital
Sgt A Herod	OIC Quairading Police
Mr G Fardon	Chief Executive Officer
Ms N Gibbs	New Chief Executive Officer
Mrs J Spadaccini	Department of Communities
Mr R Bleakley	IPR/Strategic Projects Officer
Mr A Duncan	Quairading Central BFB and Quairading VFRS
Mr J Corrigan	Department of Fire and Emergency Services
Mr D Richardson	St John Ambulance
Ms J Trueman	Quairading District High School
Mr S Bell	Community Emergency Services Manager
Mrs Y Grigg	DFES - District Emergency Management Advisor
Ms S Cutts	Quairading CO-OP Manager

2.2 Invited Guests / Observers

Mr B Humfrey	Bushfire Risk Planning Coordinator
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2.3 Apologies

Please forward any apologies if unable to attend. All Agencies are encouraged to have a representative or observer attend this Meeting.

Mr N Gelmi	Chief Bush Fire Control Officer
Cr T Stacey	Deputy Shire President

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Mr B Humfrey

Update on the Bushfire Risk Management Plan for the Shire of Quairading.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 9th September 2021

Recommendation

MOVED _____ **SECONDED** _____

That the minutes of the Local Emergency Management Committee Meeting held on 9th September 2021 be confirmed as a true and correct record of that Meeting. (Attached)

____/____

4.2 Business Arising

SHIRE OF QUAIRADING

Local Emergency Management Committee

The Local Emergency Management Committee Minutes of Meeting held on Thursday 9th September 2021 commencing at 4.30 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.33 pm.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr W Davies	Shire President / Chairperson
Mr G Fardon	Chief Executive Officer
Mr R Bleakley	Executive Manager Community, Projects and Strategic
Mr S Bell	Community Emergency Services Manager
Mr T Sandercock	St John Ambulance
Cr P Smith	Councillor
Ms L Boehme	Quairading District High School - Acting Principal

2.2 Observers / Visitors

Mrs L Horton	Executive Manager of Corporate Services
Cr JN Haythornthwaite	Deputy Shire President

2.3 Apologies

Mrs Y Grigg	DFES – District Emergency Management Advisor
Mr J Corrigan	DFES – Acting District Officer
Ms S Cutts	Quairading Co-op Manager
Mr A Duncan	Quairading Central BFB and Quairading VFRS
Mr D Richardson	St John Ambulance
Mrs D Ellison	HSM – Quairading District Hospital
Ms J Spadaccini	Department of Communities
Sgt A Herod	OIC Quairading Police
Mr N Gelmi	Chief Bush Fire Control Officer

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 10th June 2021

RECOMMENDATION: LEMC1- 21/22

MOVED Mr Sandercock SECONDED Cr Smith

That the minutes of the Local Emergency Management Committee Meeting held on 10th June 2021 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

- WAPOL Community Recognition Certificate presented to Ms Danielle Hayden by the Shire President
 - Cr Davies informed that he has presented the award to Ms Hayden and informed there was one other community member, Mr Jason Colbung that had also received a Community Recognition Award for assisting the Police.
- Lessons Learnt from TC Seroja – Debrief Reports from State Agencies
 - Due to Limited agencies in the room, this has been deferred to the December meeting.
- Desktop Exercise – Refer to Item 7
- Update on Bushfire Risk Management Plan Project
 - Due to the Bushfire Risk Planning Coordinator, Mr Brian Humfrey currently being on secondment to DFES Narrogin, he was unable to attend the meeting, a report will be provided at the December meeting.
- LEMA Due for Major review in 2022 – CESM to outline Review process at the December 2021 Meeting

ITEM 5 CORRESPONDENCE

5.1 Inward

Nil

5.2 Outward

Nil

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

A contact list was emailed out with the agenda and will be emailed out with the Minutes for update.

No Changes were submitted at the meeting with the Contacts list to again be emailed out with the minutes requesting for updates.

6.2 Training Dates

No training dates have been scheduled.

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 March 2022 meeting.

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

ITEM 8 AGENCY UPDATES

8.1 WA Police

Sgt Herod

Was not in attendance at this meeting.

8.2 St John Ambulance (SJA)

Mr Richardson

Was not in attendance at this meeting.

Mr Sandercock

Current issue with reduced active volunteer numbers, resulting in a neighbouring town being requested to attend a priority one call recently due to being unable to fill a local Crew.

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

Asked about a funeral that is to be held on Friday 17th September 2021 and information received from local sources that there will be eastern states travellers (Victoria, New South Wales) in attendance.

This was briefly discussed and Mr Sandercock was informed to speak to the Local Police in regard to the Funeral and COVID implications.

8.3 Fire and Emergency Services

Mr Corrigan

Was not in attendance at this meeting.

Ms Grigg

Was not in attendance at this meeting.

Mr Duncan

Was not in attendance at this meeting.

8.4 Quairading Co-op

Ms Cutts

Was not in attendance at this meeting.

8.5 Department of Communities

Mrs Spadaccini

Was not in attendance at this meeting.

8.6 Department of Education

Ms Boehme

Informed that the School had recently undertaken a lock down drill where all students and staff were to shelter in place in class rooms behind locked doors. Coming out of the drill it has been noted that there are many faulty locks within the school which are required to be replaced.

The school currently does not run on a keyed-alike system, making it difficult to organise and know what key is used for what room. This will also make it difficult if an emergency arose and first responder required immediate access to a key, as it could take some time to find the correct key.

8.7 Department of Health

Mrs Ellison

Was not in attendance at this meeting.

8.8 Local Government

Cr Davies

Informed that the Shire is currently in the final stages of the new CEO employment, with contracts being signed recently, further information will be distributed to Council staff and the Community in due course.

Welcomed Mrs Leah Horton to the Shire being the newly appointed Executive Manager of Corporate Services.

Local Government Council nominations closed at 4pm Thursday 9th September with four nominations for four positions available, with no requirement for an election to be held, informing that current Councillors, Cr Peter Smith and Cr Trevor Stacey, re-elected, and new councillors Cr EJ Chang and Cr Jo Hayes elected..

Cr Smith

Attended the WACHS Local Health Advisory Group Meeting with four delegates in attendance for the inaugural meeting. The LHAG discussed the Term of Reference, and other details and format of future meetings which are to be held quarterly.

Quairading Ag Society has erected a permanent shelter at the Greater Sports Ground and this will be utilised at the Quairading Show for many attractions targeted at children under 16 years old.

Mr Gelmi

Was not in attendance at this meeting.

Mr Duncan

Was not in attendance at this meeting.

Mr Fardon

Mr Fardon asked if any contingency plans were in place for St Johns during the time of the funeral if required. Mr Sandercock informed that no arrangements have been made at this stage.

Asked when Mrs Grigg was due to return. Mr Bell informing that he had not heard at this point in time.

Currently understaffed on the Works / Parks & Gardens Crew being three members down.

Recruitment was underway for several of the Positions.

Generators are services on a monthly basis at the Hall, Shire Admin Building and the Medical Practice, with WACHS being in charge of looking after the generator at Parker House / Arthur Kelly Village.

Ms Boehme asked where is the Evacuation Centre for the School should they be required to evacuate. Mr Fardon informed that the Town Hall is the Primary Welfare Centre. The Community Building and Bowling Clubhouse as listed as secondary evacuation points.

Mr Bleakley

Noongar representation at the LEMC meetings was raised at the last RAP meeting. This was agreed upon, although there has not been a delegate appointed to undertake this role at this time.

The Shire Hall draft Plans are currently being worked on to include showers, rendering the facility more functional as a Welfare Centre.

Drought Communities Program required an Adverse Events Plan to be prepared. This has been drawn up although not circulated. The document is a basic framework plan for events to assist in guiding in the right direction.

Mr Bell

The Fire Appliances have recently undergone major servicing ready for the commencement of this fire season. Current outlook for the Season, while still early, predictions have shown that there will be an increase in high fire danger weather and the increased chances of dry thunderstorms. There is also significant risks due to recent weather producing high fuel loadings around the district.

Within the CESM vehicle there is now an Iridium Go satellite communications device, which can also be removed and used elsewhere due to it being portable, although limiting capability when not connected to the main aerial mounted on the vehicle. Multiple users can connect to the device at any one time although due to the device having its on sim card, all calls out and SMS's sent will come from the same number and alternately all users will receive all calls and SMS's inbound.

Quairading BFAC meeting is scheduled to take place on the 14th October, with Brigade AGM's to be convened this time. Quairading Central have now attempted to hold their AGM twice although have not had a quorum, and requiring to postpone until further notice.

Mr Bell advised he would be on Leave from 20th September until the 11th October with the first week being time off in Lieu, but will still be available for emergencies. Support can and will be provided from neighbouring CESM's and the DFES regional office should it be required.

Mr Fardon asked if the Fire Control Officer Refresher Course had been rescheduled. Not at this time due to lack of availability from those requiring to take part, with the probability that the course will now be postponed to early next year.

ITEM 9 URGENT BUSINESS

There was no urgent business requiring discussion.

ITEM 10 NEXT MEETING DATES

Quarterly Meetings – 4.30pm Commencement

Thursday 2nd December 2021

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the Meeting at 5.08pm.

I certify the Minutes of the Local Emergency Management of Council held on 9th September 2021 were confirmed on 2nd December 2021 as recorded.

Confirmed.....02/12/2021

ITEM 5 CORRESPONDENCE

5.1 Inward

No inward correspondence has been received.

5.2 Outward

There has been no outgoing correspondence.

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

A contact list has been attached to the Agenda for updating as required.

6.2 Training Dates

No training dates have been scheduled.

6.3 Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) for the Shire of Quairading will be under review and update for the 2022 year. The document will be having a major restructure with more information being placed in the document although it will be easier to follow due to being divided in to sections.

Two versions of the document will be created, both will be the same aside from the public version of the document having the Contacts and Resources section removed and any other contact information throughout the document that is not generic will be blacked out.

The first draft of the new LEMA will be presented to the LEM Committee at the March meeting for comment and any changes required.

ITEM 7 LEMC EXERCISES

The Quairading LEMC was unable to hold a LEMC exercise during the 2021 calendar year, one will be scheduled to be held in 2022 in Lieu of this, with a desktop exercise for an earthquake scenario.

Possibility of holding a Morning exercise to include surrounding Local Governments.

ITEM 8 AGENCY UPDATES

8.1 WA Police

Sgt A Herod

8.2 St John Ambulance

Mr Drew Richardson

Mr Trevor Sandercock

8.3 Fire and Emergency Services

Mr J Corrigan – District Office

Mrs Y Grigg

A report has been submitted and attached to the agenda.

Mr A Duncan – Quairading VFRS

8.5 Quairading CO-OP

Ms Sharon Cutts

8.6 Department of Communities

Mrs J Spadaccini

Updated – Local Emergency Welfare Plan (Attached)

COVID – 19 Welfare Centre Guide (Attached)

8.7 Department of Education

Ms J Trueman

8.8 Department of Health

Mrs D Ellison

8.9 Local Government (inc. Bush Fire Brigades)

Cr P Smith - Shire President

Mr N Gelmi - CBFCO

One appliance was taken to the Quairading Show for display and to be on standby for the fireworks display.

A training day was held for the bushfire brigades on Saturday 23rd October with refreshers on the burn-over equipment and other various safety items on the appliance. 2 burns were also conducted in town.

Attendance at the Wamenusking and South Caroling Brigade AGM's.

Until Sunday 21st November there were no callouts, where a small band of lighting came through and ignited several fires on the Shires eastern boundary to which most were extinguished by rain that followed soon after, with only 3 fires requiring extra assistance.

Mr A Duncan - Central VBFB

Mr G Fardon - CEO

Mr R Bleakley - EMCPS

Mr S Bell - CESM

Training for volunteers

Communications issues regarding brigade notifications about fires

ITEM 9 URGENT BUSINESS

Any further Urgent Matters to be raised at the Meeting.

ITEM 10 NEXT MEETING DATES

Quarterly Meetings - 4.30pm Commencement

Recommendation to the committee that the dates below be scheduled for the 2022 meetings.

10th March 2022

9th June 2022

8th September 2022

1st December 2022

ITEM 11 CLOSURE

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