



Local Emergency Management Committee

Minutes | 9th June 2022



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SHIRE OF QUAIRADING

Local Emergency Management Committee

The minutes from the Local Emergency Management Committee meeting held 9th June 2022.

ITEM 1 OPENING & ANNOUNCEMENTS

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

“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 Attendance

Cr P Smith	Shire President/Chairperson
Cr T Stacey	Deputy Shire President
Ms N Gibbs	Chief Executive Officer
Mr S Bell	Community Emergency Services Manager
Miss B Hadlow	Executive Officer
Mr A Duncan	Quairading Central BFB and Quairading VFRS
Mr J Corrigan	Department of Fire & Emergency Services
Mr N Gelmi	Chief Bush Fire Control Officer
Miss Saskia Korzonek	Volunteer Fire & Rescue Services
Mrs P Wray	Quairading District High School Principal
Mr T Sandercock	St John Ambulance – Quairading
Ms Yvonne Emmanuel	St John Ambulance – Quairading
Mr Brett Ingles	Quairading Police

2.2 Observers

Nil.

2.3 Apologies

Mrs Y Grigg	DFES – District Emergency Management Advisor
Mrs D Ellison	HSM Quairading Hospital
Sgt A Herod	OIC Quairading Police
Mr D Richardson	St John Ambulance
Ms S Cutts	Quairading CO-OP Manager
Mrs J Spadaccini	Department of Communities

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 10th March 2022

Recommendation

MOVED Mr T Sandercock SECONDED Mr B Ingles

That the minutes of the Local Emergency Management Committee meeting held on 10 March 2022 be confirmed as a true and correct record of that meeting.

4.2 Business Arising

Cr Stacey asked if the training for the bush fire brigades was going to be before September.

Mr Bell said he returns from leave on the 20th of June. Once he returns he will start working with individual brigades to organise training.

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 was emailed to everyone and a hard copy was passed around the meeting for members to update their contact information.

6.2 Training Dates/Exercises

Emergency Management Exercise – Shackleton Complex

An exercise is being planned for the Avon area confirmed to be held in Northam on Thursday 1st September 2022. This is to be a joint exercise inclusive of the local governments of:

- Beverley
- Cunderdin
- Goomalling
- Northam
- Quairading
- Tammin
- Toodyay
- York

Mr Corrigan explained that Ms Grigg is working on clusters of local governments that will work together to share resourcing and plans to build more resilient communities. The first cluster will be mainly the towns in the Wheatbelt listed above with a focus on the Shackleton complex and focusing on community preparation pre-fire (or other community emergency).

Areas such as evacuation communication strategies and recovery will be a focus of the exercise, rather than the response to an emergency.

Prior to the training Ms Grigg will be doing a presentation on climate change and how this is effecting emergency situations such as fires and cyclones.

More information will be sent on the training out as it becomes available.

Cr Smith said he would like to attend and it was suggested the CEO and the Recovery Coordinator should attend to bring information back to the LEMC.

The BFAC meeting will require to be moved as it falls on the same day.

LEMC Meeting Training

Mr Bell suggested that during the LEMC meeting small desktop/theory exercises can be run, inclusive of a “hot debrief” following, this should take no more than 1 hour for the exercise and will be based on section of the LEMA for example:

- Communications
- Evacuation
- Incident support groups
- Initial actions
- Recovery – general
- Welfare Centres

The Shire of Quairading risk register is also due for review inclusive of holding risk workshops as the last workshops that were held were as follows:

- Bushfire – 3rd September 2015
- Earthquake – 10th December 2015
- Storm – 16th June 2016
- Flood – 1st June 2017

A list of hazards was attached to the agenda for discussion on what the primary hazards are for the Shire of Quairading that should be workshopped.

The list can be found here: <https://semc.wa.gov.au/state-risk-project/hazards>, or Attachment (i).

Mr Corrigan said that there is no State requirement to review risks. Risk responses are currently being reviewed internally by DFES. Once complete the information will be made available to local governments which may be a more opportune time to review risks. There is not an ETA on when the documents will be completed.

Ms Gibbs said it may be worth reviewing at staff level if it was going to be an extended period before the reviews are released.

Mr Corrigan confirmed it was going to be some time before the information is available.

6.3 Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) for the Shire of Quairading is currently under major review for the 2022 year. The final document will have more detailed information than the current document, though it will be easier to follow due to being divided into sections.

Ms Gibbs said a second draft is being worked on at the moment. It is planned for the LEMA to be sent to the LEMC members for comment.

Council will be asking for LEMC members with specific knowledge (e.g police, fire and rescue, ambulance) to be focusing on specific sections to ensure the information is relevant and correct.

ITEM 7 AGENCY UPDATES

7.1 WA Police

Mr B Ingles

Mr Ingles had nothing to report – which is considered good news as there hadn’t been any major incidents since the last LEMC meeting.

7.2 St John Ambulance

Mr T Sandercock

Reported that St John Ambulance – Quairading would still would like to see more members join as volunteers. Training is being carried out twice a month. It is a difficult time to attract new volunteers as they must go through training, have a number to be able to attend meetings and they must have up-to-date COVID-19 vaccinations.

Ms Y Emmanuel

Agreed with Mr Sandecock’s comments as the work required to be carried out as a volunteer ambulance officer is falling back on the same volunteers all the time. Ms Emmanuel said it is a difficult process to get through the door but it is an important service for the community.

7.3 Fire and Emergency Services

Mr J Corrigan – District Office

COVID-19 Vaccination Mandates

As of 10th June 2022 DFES will be following State direction and lifting the vaccination mandates, which includes volunteers. Those that were not vaccinated will be able to be volunteers again.

Fire Mitigation

DFES is currently working with DVCA and their conservation department with regards to the infrastructure and residences along the parcel of UCL land around the cemetery that runs along Coraling Road and Forrest Street. This parcel of land is home to various types of rare fauna and flora (some that only grows in Quairading), but this area also requires some mitigation work.

Mitigation strategies are being put together in this area at the moment. DFES are currently doing studies on the rare fauna/flora and there is a hydrology study/survey being carried out to see if there is enough moisture in the sand that if fire mitigation was to be carried out, the rare plants and species will be able to survive. DFES are hoping to be able to carry out the mitigation work within the next 12 months to provide some comfort to the surrounding residences.

A reserve management plan will also be created detailing how the area will be looked after in the future.

Mrs Y Grigg

Please see Attachment (ii)

7.4 Quairading Volunteer Fire & Rescue

Mr A Duncan

The VFRS have a good group of volunteers at the moment. Though they could always do with more, the group they have is turning up for meetings and trainings which is good to see. The team is running well at the moment.

7.5 Quairading CO-OP

Ms Sharon Cutts

Nil.

7.6 Department of Communities

Mrs J Spadaccini

Nil.

7.7 Department of Education

Mrs P Wray

The school has a month left of term, and are planning on having a couple of emergency drills in this time. Things are settling down after COVID-19 and getting back to normal.

7.8 Department of Health

Mrs D Ellison

Please see Attachment (iii)

7.9 Local Government (inc. Bush Fire Brigades)

Mr N Gelmi – CBFCO

Nothing to report.

Mr Adam Duncan – Central VBFB

Nil.

Mrs N Gibbs – CEO

Compliance Documents

The Shire are currently working updating the required compliance documents under the *Local Government Act 1995*, *Emergency Management Act 2005*, and any other relevant legislation. This includes the LEMA and the operational documents such as bushfire policies and volunteer registers.

Bush Fire Mitigation Officer

The Shire of Quairading have just entered into an MOU with the Shire of Kellerberrin, Northam and DFES for a Bush Fire Mitigation Officer.

LEMC Exercises

Ms Gibbs asked if the LEMC would be interested in doing an exercise in the September LEMC meeting as mentioned.

Ms Emmanuel said it is coming into harvest which is high risk fire season so it would be timely to focus on fires.

Mr Corrigan suggested that the focus not be on response as the ambulance, fire fighters and police are trained in this, but rather focus on preparing the community, honing in on:

- Communication strategies – e.g what if the power goes out and communication needs to get out to the wider community
- How to engage with vulnerable people in the community
- Evacuation processes and procedures

It was agreed by the committee that this was a good basis to organise training and discussions for the next meeting.

Mr S Bell – CESM

As mentioned, working on training for volunteers and currently working on updating the compliance documents with assistance from an external contractor for the next 6 weeks.

ITEM 9 URGENT BUSINESS

Mrs P Wray

The school are about to do a publicity push on violence in schools.

Cr Smith

It was agreed the BFAC meeting would be moved forward to Wednesday the 31st August 2022 to allow LEMC members to attend the training in Northam.

Action List Summary

Mr Bell is to get in contact with the individual fire brigade captains and FCO to organise training before September.

Ms Gibbs will get the compliance documents out to the LEMC for further comment. If committee members are sent the document, they should read and respond at their earliest convenience.

Cr Smith, Ms Gibbs and Mr Bell will come up with a training exercise for the next LEMC meeting.

ITEM 10 NEXT MEETING DATES

Quarterly Meetings – 4.30pm Commencement

Quarterly Meetings accepted by the committee at the December 2021 meeting;

8th September 2022

1st December 2022

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the Meeting at 5.01 pm.

The Chairperson thanked everyone for attending the meeting and said that it is important to make the LEMC is a strong functioning committee so in the event of an emergency the LEMC is properly prepared for our community.

I certify the minutes of the Local Emergency Management Committee of Council held on 9th June 2022 were confirmed 8th September 2022 as recorded.

Confirmed.......... 8/9/2022