



Local Emergency Management Committee

Meeting Minutes | 4th December 2023

LEMC MEETING held in Council Chambers, 10 Jennaberring Road, Quairading, WA on Wednesday 4th December 2023



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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 4.01 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 Attendance

Cr Jo Haythornthwaite	Shire President/Chairperson
Cr Trevor Stacey	Deputy Shire President
Natalie Ness	Chief Executive Officer
Sarah Caporn	Executive Manager, Works & Services, Shire of Quairading
Dean Mastin	Quairading Central BFB and Quairading VFRS
Marion Haeusler	Executive Officer
Ben Davies	Community Emergency Services Manager
Yvette Grigg	DFES – District Emergency Management Advisor
Diana Ellison	HSM Quairading Hospital
Sgt Dave Lewis	OIC Quairading Police
Jo Spadaccini	Department of Communities (via Teams)
Saskia Korzonek	Quairading Volunteer Fire & Rescue Services
Pauline Wray	Quairading District High School Principal (via Teams)
Trevor Sandercock	St John Ambulance – Quairading
Ian Dawson	St John Ambulance – Community Paramedic (via Teams)

2.2 Observers

Cr Jonathan Hippisley

2.3 Apologies

Justin Corrigan	Department of Fire & Emergency Services
Sharon Cutts	Quairading CO-OP Manager
Yvette Grigg	DFES – District Emergency Management Advisor

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 17th December 2023

Resolution LEMC 001-23/24

MOVED Ben Davies SECONDED Cr Trevor Stacey	<i>Carried</i>
That the minutes of the Local Emergency Management Committee meeting held on 17 May 2023 be confirmed as a true and correct record of that meeting.	

4.2 Business Arising

Nil

ITEM 5 CORRESPONDENCE

5.1 Inward

Report from Yvette Grigg - DFES – District Emergency Management Advisor

5.2 Outward

There has been no outgoing correspondence.

ITEM 6 STANDING ITEMS

6.1 Setting of 2024 LEMC Meeting Dates

The meeting dates for the 2024 calendar year have been set as follows:

- Wednesday 17th April 2024 (Post-Season) – previously set in September 2023 meeting
- Wednesday 17th July 2024 (Yearly Exercise)
- Wednesday 18th September 2024 (Pre-Season)

6.2 Community Emergency Services Manager

Ben Davies (Community Emergency Services Manager)

CESM report attached.

Question from Cr Trevor Stacey regarding the WhatsApp group and the delay in sending out the messages through the Shire's messaging service, when harvest bans are lifted.

The CESM explains that the occurrence referred to was due to just enough signal to use WhatsApp, but no connection to log into the messaging service at the same time. He had to rely on a Shire employee to send the message out for him, which caused the delay. Going forward, the CESM will ensure that any messages regarding putting in place or lifting Harves or Total Fire Bans will be done through SMS first as the primary source of information, and second through the WhatsApp group.

6.3 Risk Register 2023

Resolution LEMC 002-23/24

MOVED Trevor Sandercock **SECONDED** Saskia Korzonek

Carried

That the Local Emergency Management Committee recommend to Council that Council adopt the Risk Register 2023

The attached document was created in 2022 to inform the review of the LEMA but to officers' knowledge was never endorsed by this committee or by Council.

6.4 Local Emergency Management Arrangements

Committee members received updated copies of Section Eight: Contact & Resources Register of the LEMA and were asked to review and inform of updates to the best of their knowledge.

ITEM 7 AGENCY UPDATES

7.1 WA Police

Sgt Lewis reports that he will have some help arriving in couple of weeks' time. He is also in the process of reviewing Police documentation.

7.2 St John Ambulance

Trevor Sandercock (St Johns Ambulance Representative)

Trevor reports that training is officially completed for the year and will resume at the end of January in 2024.

The Subcentre has three new members in training.

A new Community Paramedic (Ian Dawson) has arrived in the last 6 months.

7.3 Department of Fire and Emergency Services

Yvette Grigg (District Emergency Management Advisor) – report is attached.

7.4 Quairading Volunteer Fire & Rescue Service

Saskia Korzonek (Secretary Quairading VFRS)

Currently trying to onboard a couple of new members. One DBA at the hospital.

7.5 Quairading CO-OP

Sharon Cutts – Nil Received

7.6 Department of Communities

Jo Spadaccini (Department of Communities)

Jo thanked everyone involved for opening the emergency Evac Centre in Quairading for use during the Corrigin Bushfire Emergency.

Report attached.

7.7 Department of Education

Pauline Wray (Principal of Quairading District School) –

The school experienced two lockdowns recently, one was a drill, one wasn't. The incidents proved to be a good opportunity to review and refine processes. The PA might need to be extended to the Cubby in the Pre-primary.

Really strong enrolment numbers, looking positive for next year.

Potential international teacher next year.

Pauline is taking a gap year and will be replaced by Blake O'Halloran.

7.8 Department of Health

Diana Ellison (Quairading Hospital) –

Still regularly dealing with COVID-19. Had a close call recently so everyone coming up to the Hospital is asked to wear a mask.

Staffing is a huge problem globally and takes up lots of time to sort.

The hospital was well prepared for the Corrigin Bushfire but received no casualties.

Hospital and Parker House considered High Risk in the case of a Bushfire.

Is the Hospital particularly worried about heat related illnesses like Heatstroke?

There is a new procedure coming out regarding heat stroke. Main risk is dehydration, but that is a problem all year round.

7.9 Local Government (inc. Bush Fire Brigades)

Cr Jo Haythornthwaite – the chair will encourage all councillors to show interest and take part in committees. In that vein, welcome to Cr Hippisley who is observing today.

Emergency Management training was undertaken by Cr Jo Haythornthwaite and the CEO, Natalie Ness, which was very eye opening.

Cr Stacey points out that we have a new Shire President and therefore new Chair.

Cr Haythornthwaite welcomes Natalie Ness as the new CEO.

ITEM 9 GENERAL BUSINESS

No CEO report.

ITEM 10 EXERCISE

Jo Spadaccini guided the committee through a desktop exercise.

The Scenario was a hazmat incident that involved the evacuation of a 2km exclusion zone, including a 21st birthday party, mobilisation of response, informing of essential services, setup of an evacuation center in Quairading and the subsequent handling of evacuees and their pets.

The exercise was meant to test how well the committee knew and could implement the LEMA and how effective it was if an incident occurred outside of business hours. It became apparent that vital contact information was incorrect or out of date and that the CESM was the only member of the LEMC who displayed extensive knowledge of overall procedures and regulations.

ITEM 11 NEXT MEETING DATES

Next Meeting is scheduled for Wednesday, 17 April 2023, 4.00pm at the Shire Council Chambers.

ITEM 12 CLOSURE

There being no further business, the Chairperson closed the meeting at 5.11 pm.

UNCONFIRMED

Wheatbelt District Advisor Report October November 2023

REVIEWS

The Local Emergency Management Arrangements Review.

The LEMA Improvement Plan has now been finalised and endorsed by the SEMC at their August 2023 meeting.

Please note the four key activities that will commence immediately. However also of note is that the time frames are very long, and no final outcomes will be achieved for some time.

The key message remains the same... **please don't delay in preparing any LEMA that are due or nearly due for their 5 year review.**

Please see a one page overview of the Implementation plan as attached to this report.

LEMC and DEMC Review

This review is continuing with a round of focus group meetings commencing on 14 August 2023. These meetings include a variety of LEMC members and their input will be sought around focus issues including the functions, operations, membership and effectiveness of LEMCs.

The project aims to;

- Establish clear roles and responsibilities, functions and governance for DEMCs and LEMCs in achieving the strategic objectives of the SEMC.
- Identify improvement opportunities to governance arrangements and capabilities to increase effective and efficient emergency management outcomes.
- Create a shared understanding of SEMC expectations of DEMC s and LEMCs within the emergency management sector.

I will share any outcomes with you as soon as they are available.

REMINDERS

SEMC Website

A reminder that the SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website at this link: <https://www.wa.gov.au/organisation/state-emergency-management-committee>

New LEMC Handbook and useful tools

The DEMAs across the state have just finished developing a contemporary LEMC handbook to assist local governments in the management of their LEMCs and to assist them as they work to meet their legislative requirements. The guide has a few templates at the back which may also be useful, agenda templates and a Terms of Reference template.

The Handbook is currently out for consultation, you can download the draft document and submit your feedback here;

<https://dfes.mysocialpinpoint.com.au/localemergencymanagementcommitteehandbook>

Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
	NDRR	AWARE	NDRR	AWARE
Round Open	24 April 2023	16 August 2023	25 April 2024	16 August 2024
Round Close	29 May 2023	20 September 2023	29 May 2024	20 September 2024
Assessment	3 July 2023	24 October 2023	3 July 2024	25 October 2024
Anticipated announcement	September 2023	January 2024	September 2024	January 2025

Disaster Ready Fund (DRF)

The Australian Government has established the Disaster Ready Fund (DRF) which will provide up to \$200 million per year, over 5 years from 1 July 2023. The DRF will fund projects that build resilience to prepare for or reduce the risk of future natural hazard impacts.

DRF round 2 is expected to open for applications in early 2023. Further information on the timeframes, guidelines and application process will be made available once the Australian Government announces round two.

Call for expressions of Interest

We are inviting expressions of Interest from organisations who have projects that will build resilience in the WA community and prepare for future natural hazard impacts.

Applicants are expected to contribute at least 50 percent of eligible project expenditure. (Although this can be “in kind”)

Projects may include infrastructure projects or systemic risk reduction projects.

If you would like to share in \$200 million of EM grant funding for a project that will build resilience within your community and please submit your EOI by following the steps below.

1. To prepare your EOI, it is recommended that you carefully consider the previous guidelines.
2. If you are eligible, fill out the online EOI at this link.
<https://dfes.smartygrants.com.au/EOI>
3. To prepare your EOI, it is recommended that you carefully consider the previous guidelines.
4. If you are eligible, fill out the online EOI form.

Once the EOI is complete, click on 'Submit' and a copy will be emailed to you along with a reference number. Keep this reference number handy in case you need to contact us with questions about your EOI.

The request for EOIs is an open-ended and ongoing process, with no closing date or deadline.

However, if you are interested in applying for funding in 2023/24, you should submit your EOI by 15 November 2023.

Further important information: A position has been appointed within the SEMC business Unit in DFES to assist with the development of applications. In particular, to assist develop the problem statement, and provide guidance around quantifying expected outcomes and budget and market viability.

A number of webinars have been held and recorded. For further information or to listen to one of these webinars please go to the following link.

<https://www.wa.gov.au/organisation/state-emergency-management-committee/disaster-ready-fund>

Yvette Grigg
District Emergency Management Advisor
Wheatbelt/Goldfields Esperance

2 October 2023

Quairading LEMC

Training Competency:

<u>Brigade</u>	<u>Members</u>	<u>Bushfire Safety Awareness</u>	<u>Percentage</u>
Quairading			
North Quairading	8 Members	2 Trained	25%
Quairading Central	27 Members	17 Trained	62%
Balkuling/Doodenanning	30 Members	15 Trained	50%
South Caroling	25 Members	11 Trained	44%
Wamenusking	31 Members	18 Trained	58%
Total	121 Members	63 Trained	53%

Training Trends:

Quairading			
Description	November 2022	November 2023	Difference
Membership	119	121	Up 2 Members
Members Trained	37	63	Up 26 Members
Quairading Training %	31%	53%	Up 22%

Incidents:

It's been a very busy start to the season.

In the last month, my 3 shires have had 31 fire incidents,

Out of the 31 incidents:

- Quairading's had 11 incidents
- Cunderdin's had 12 incidents
- Tammin's had 8 incidents

I was also request to attend 3 incidents outside of my area (QCT) to assist the region (as per my business plan)

I have also completed 2 weekend shifts in the Regional Operations Centre to support the region.

A few Incidents in Quairading, of note:

- Dry lightning in the Wheatbelt were over 60 incidents were reported for that weather event.
- 3rd Alarm Tree Grass Scrub Fire originating in Bruce Rock and ending up in Quairading with Pantapin going into Emergency Warning.
- 2nd Alarm Tree Grass Scrub Fire in Wamenusking (16ha in Sandalwood Plantation and required water bombers)
- Fire on top of Mt Stirling (Quairading) required water bombers.

In addition to these incidents, the Cunderdin Water bomber Base was stood up 4 times for water bomber reloading.

The Quairading Air base was stood up 2 times.

The Quairading Evacuation Centre was set up for the Corrigin Fire, Thank you for everyone who assisted with this.

A Quairading Fire Whatsapp has been created with over 220 people joining, this has worked well so far.

Appliance position in Yoting is going well. Was quick to get to the fir in Bruce Rock the other day.

Training Report:

BEFORE – As of December 2022 – Starting Numbers (Brigade Numbers and Training Results PRIOR TO Ben Davies started as CESM)

<u>Brigade</u>	<u>Members</u>	<u>Bushfire Safety Awareness</u>	<u>Percentage</u>
Quairading			
North Quairading	8 Members	2 Trained	25%
Quairading Central	25 Members	16 Trained	64%
Balkuling/Doodenanning	30 Members	7 Trained	23%
South Caroling	25 Members	3 Trained	12%
Wamenusking	31 Members	9 Trained	29%
Total	119 Members	37 Trained	31%
Cunderdin			
Cunderdin Central	75 Members	20 Trained	26%
Meckering	71 Members	22 Trained	30%
Ygnattering	25 Members	3 Trained	12%
Total	171 Members	45 Trained	26%
Tammin			
Tammin	43 Members	33 Trained	76%
Quairading, Cunderdin and Tammin Total			
QCT Total:	333 Members	115 Trained	34.5%

AFTER – As of November 2023 – To Date (Brigade Numbers and Training Results AFTER Ben Davies has been CESM for 12 months)

<u>Brigade</u>	<u>Members</u>	<u>Bushfire Safety Awareness</u>	<u>Percentage</u>
Quairading			
North Quairading	8 Members	2 Trained	25%
Quairading Central	27 Members	17 Trained	62%
Balkuling/Doodenanning	30 Members	15 Trained	50%
South Caroling	25 Members	11 Trained	44%
Wamenusking	31 Members	18 Trained	58%
Total	121 Members	63 Trained	53%
Cunderdin			
Cunderdin Central	83 Members	48 Trained	58%
Meckering	76 Members	44 Trained	58%
Ygnattering	25 Members	9 Trained	36%
Total	184 Members	101 Trained	55%
Tammin			
Tammin	44 Members	36 Trained	82%
Quairading, Cunderdin and Tammin Total			
QCT Total:	349 Members	200 Trained	57.3%

Training Summary:

Description	December 2022	November 2023	Difference
Overall			
Overall Brigade Numbers	333 Members	349 Members	Up 16 Members
Overall Members Trained	115 Members	200 Members	Up 85 Members
Overall Competency Rate	34.5% Competency Rate	57.3% Competency Rate	Up 22.8%
Quairading			
Membership	119	121	Up 2 Members
Members Trained	37	63	Up 26 Members
Quairading Training %	31%	53%	Up 22%
Cunderdin			
Membership	171	184	Up 13
Members Trained	45	101	Up 56 Members
Cunderdin Training %	26%	55%	Up 29% Members
Tammin			
Membership	43	44	Up 1 Member
Members Trained	33	36	Up 3 Members
Tammin Training %	76%	82%	Up 6%

*These numbers do not include the training CESM QCT (Ben Davies) has done at the Cunderdin Ags College between October and November, 8 Courses were conducted, training 56 students in Bushfire Safety Awareness to better prepare the community and youth.

**These statistics don't include stats from higher level courses, CESM QCT (Ben Davies) conducted Firefighting Skills, Advanced Bushfire, Crew Leader, and Structural Fire Fighting courses during this period as well.



District Emergency Services Officer – Wheatbelt LEMC Update: November 2023 (B)

In the event of an emergency please call the All Hazards - State On-Call Coordinator on **0418 943 853**, this number is manned 24/7. emergencyservices@communities.wa.gov.au. (Not for public distribution)

Meetings, exercise details or information request can be emailed to

joanne.spadaccini@communities.wa.gov.au

Notification of Terminology Updates in State Support Plan – Emergency Relief and Support

The State Support Plan – Emergency Relief and Support was endorsed by SEMC in October 2023. Updates that have been incorporated into the State Support Plan, specifically pertaining to Emergency Relief and Support involve changes in the terminology used within the document have been listed below.

To ensure consistency and clarity in our operations, please consider the potential implications for your respective policies, guidelines, and procedures.

Your prompt action and collaboration in ensuring that this information is cascaded effectively is vital for maintaining the integrity and efficacy of our collective emergency management efforts.

Previous Terminology	Updated Terminology (approved as of 4 October 2023)
Welfare	Emergency Relief and Support
Welfare functional areas <ul style="list-style-type: none"> • emergency accommodation • emergency catering • emergency clothing and personal requisites • personal services • registration and reunification • financial assistance. 	Functional domains <ul style="list-style-type: none"> • emergency accommodation • emergency food • emergency clothing and personal requisites • personal support services • registration and reunification • financial assistance.
Welfare Centre/Local Welfare Emergency Coordination Centre	Evacuation Centre
State Welfare Emergency Committee	State Emergency Relief and Support Committee
State Welfare Emergency Committee - Operations	State Emergency Relief and Support Committee - Operations
Emergency Welfare Coordination Groups	Emergency Relief and Support Coordination Groups
Local Emergency Welfare Plan	Local Emergency Relief and Support Plan
Local Welfare Emergency Committee	Local Emergency Relief and Support Coordination Group
Local Welfare Emergency Coordination Centre	Evacuation Centre

Previous Terminology	Updated Terminology (approved as of 4 October 2023)
State Welfare Incident Coordination Centres	State Emergency Relief and Support Incident Coordination Centres
State Welfare Coordinator	State Relief and Support Coordinator
State Welfare Centre	State Evacuation Centre
Welfare Emergency Controller	Emergency Relief and Support Coordinator
State Welfare Centre Database	State Evacuation Centre Database
Local Welfare Coordinator	Evacuation Centre Coordinator
Welfare agencies	Partner agencies
Welfare Coordinator (SHP – Crash Emergency)	Airport Emergency Relief and Support Coordinator
Support Agency Welfare Liaison Officer	Liaison Officers
Local Welfare Liaison Officer	Local Government Liaison Officer

State Wide Evacuation Centre Review – Evacuation Centre Audits

As requested by the SEMC, by the 30th of November 2023, all premises that are listed as Evacuation Centres are required to have a completed Evacuation Centre Review, including floorplans, held on file by the Department of Communities. The purpose of the review is to collect the essential data that will determine if a facility is suitable as an evacuation centre for specific risks.

To assist this process, it is requested that the attached form be completed for each centre listed in the LEMA and returned to joanne.spadaccini@communities.wa.gov.au by Monday 13th November.

Emergency Relief and Support – Operations Update

- **Review of the State Support Plan** - The draft State Support Plan – Emergency Relief and Support has been endorsed by the State Emergency Management Committee (SEMC) Response Policy Sub-Committee and will be presented to the SEMC for approval on 4 October 2023. Communities is preparing minor consequential changes to the Local Emergency Welfare Plans. This has now been approved and endorsed by SEMC on 11th October 2023.
- **Capability Audit** – Communities procured Nous Group to conduct an audit of Western Australia’s emergency relief and support capability. Nous has completed consultation with partner agencies and is finalising the audit report
- **Disaster Victim Identification (DVI)/Mass Fatality** – Communities is engaging with WA Police and the State Coroner’s Office to strengthen its response to a potential major emergency where mass DVI processes are required.
- **Change Management** - On 21 August 2023, Communities commenced a change process to establish a permanent structure to deliver the Emergency Relief and Support (ERS) function under an enhanced service delivery model.
- **Partners Strategy**- To coincide with the change management process, Communities is exploring new ways to engage with partners. From October, Communities will trial a series of monthly workshops, information circulars and desktop exercises with state partners.
- **Kimberley Floods**
 - Communities continues to provide emergency relief and support services to Fitzroy Valley residents impacted by the Kimberley Floods.



- As of 20 September 2023:
 - 87 people are in Phase 1 Temporary Accommodation across the Fitzroy Valley: including Humanihuts on Country at Bungardi and Tarunda Caravan Park and in the Derby Hostel.
 - From 11 January 2023 until 20 September 23, Communities has responded to a total of 2,090 calls for assistance.
 - 92 Category 3 Assistance applications have been initiated.
- Communities has undertaken planning and preparedness activities in the Kimberley Region ahead of the upcoming wet season. Key activities are integrated into the DFES Wet Season Regional Preparedness Strategy and support the Shire of Derby West Kimberley Resilience and Planning Committee activities.

If you would like any further information, please contact me on 0429 102 614 or email joanne.spadaccini@communities.wa.gov.au.

Jo Spadaccini

District Emergency Services Officer – Wheatbelt
0429 102 614
Emergency Relief and Support
Department of Communities